



Flour Bluff Independent School District Job Description

JOB TITLE: Security Officer Aide

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 187

REPORTS TO: Chief of Police

DATE REVISED: 01/2025

PRIMARY PURPOSE:

- The role of the Security Officer Aide is to provide for the safety of all students, faculty, and staff and the security of all district and campus property and equipment.

QUALIFICATIONS:

- High School Diploma or G.E.D.
- Certification as per Texas Education Agency

MAJOR RESPONSIBILITIES AND DUTIES:

1. Patrol assigned routes within buildings and grounds watching for unauthorized persons, fires, hazardous situations, and suspicious circumstances.
2. Inspect and secure doors, windows, lights, and gates when building is vacant.
3. Respond to and investigate any calls from campuses concerning security problems.
4. Assist in responsibility for proper operation of the buildings alarm system.
5. Patrol and control traffic and parking on the school campus.
6. Give directions or act as a guide to authorized visitors.
7. Demonstrates knowledge of district and administrative policies applicable to the position.
8. Exhibits maturity and emotional control.
9. Exhibits punctuality and dependability in performing his or her job.

10. Adheres to Professional Ethical Standards in relationship to students, teachers, parents, peers, administrators, and support personnel.
11. Adheres to proper channels when communicating ideas, problems, etc.
12. Accepts and performs additional school related assignments in a positive and efficient manner.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

District vehicle, two-way radio, alarm system and other security equipment, fire extinguisher, and standard office equipment including computer and peripherals.

Posture:

Prolonged sitting and standing

Motion:

Strenuous walking and climbing stairs; occasional keyboarding and use of mouse, moderate driving.

Lifting:

Moderate lifting and carrying (15-44 pounds)

Environment:

Work inside and outside (moderate exposure to sun, heat, cold, and inclement weather); moderate exposure to noise and vehicle exhaust; frequent districtwide travel.

Other:

Specific hearing and visual requirements; may be subject to adverse and hazardous working conditions, including violent and armed confrontations; ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously.

Mental Demands:

Maintain emotional control under stress, prolonged hours.

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.