



Flour Bluff Independent School District Job Description

JOB TITLE: Security Officer and Crossing Guard

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 175

REPORTS TO: Chief of Police

DATE REVISED: 02/2025

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.
- Work under minimal supervision to assist children and others to safely cross the street at assigned intersections during designated hours.

QUALIFICATIONS:

- High School Diploma or G.E.D.
- Certification as per Texas Education Agency
- Basic knowledge of traffic safety regulations
- Ability to identify and respond quickly to traffic safety hazards
- Ability to communicate instructions effectively to both children and adults
- Ability to read, understand, and follow written instructions

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.
13. Assist children and other community members to safely cross the street at assigned intersections during designated hours.
14. Identify potential traffic safety hazards and respond quickly to protect children and avoid incidents.
15. Ensure a smooth and expedient flow of both vehicular and foot traffic.
16. Follow and uphold district safety requirements and report traffic violations and student misconduct in accordance with district procedures.
17. Communicate safety and traffic rules to students and parents as needed.
18. Correct unsafe conditions when possible and report conditions that are not correctable to supervisor as soon as possible.
19. Follow district safety protocols and emergency procedures.
20. Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment:

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

Handheld traffic signs, traffic cones, reflective safety attire

Posture:

Prolonged Standing and sitting

Motion:

Constant walking, grasping/squeezing, wrist flexion/extension, reaching. Strenuous walking and climbing stairs; occasional keyboarding and use of mouse, moderate driving

Environment: Work outside (prolonged exposure to extreme temperatures, sunlight, and humidity); constant exposure to noise and vehicle exhaust; work around moving vehicles and on slippery and uneven surfaces

Mental Demands:

Maintain emotional control under pressure; work with frequent interruption; may work alone

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