



## Flour Bluff Independent School District Job Description

**JOB TITLE:** Senior Security Personnel

**WAGE/HOUR STATUS:** Nonexempt

**NUMBER OF DAYS:** 185

**REPORTS TO:** Chief of Police

**DATE REVISED:** 07/2025

### **PRIMARY PURPOSE:**

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

### **QUALIFICATIONS:**

#### **Minimum Education/Certification:**

- High school diploma or GED.
- Must possess a valid Texas License to Carry or be eligible to receive LTC.
- Licensed through The Texas Department of Public Safety as a non-commissioned Security Officer Level II.
- Able to be licensed through The Texas Department of Public Safety as a Level III Armed Security Officer.
- One year experience in the military, police, EMS, security field, school volunteer in hall monitoring, or school-related experience in other areas.

#### **Other Requirements:**

- Must be a U.S. Citizen
- Must be of good moral character
- Must be able to read, write, and speak the English language proficiently
- Must not be on probation for any criminal offense above the grade Class C misdemeanor; not have been convicted of a Class A misdemeanor offense within the last 12 months; not have been convicted of a Class B misdemeanor within the last six

months; not have been convicted of the offense of driving while intoxicated or driving under the influence of drugs within the last 24 months.

- Must possess a valid Texas Operator's or Class C driver's license and be insurable by the district.
- Must be in good physical and mental condition.

### **MAJOR RESPONSIBILITIES AND DUTIES:**

- Assigned to school campus sites and properties of the Flour Bluff Independent School District as directed by the supervisor.
- Responds to all job-related calls for assistance from school administrators, faculty, staff or superior officer.
- Assists school district police officers and campus administrators in conducting investigations or disturbances that may occur on FBISD property or jurisdiction Prepares and submits all required reports in a timely manner.
- Assists campus administrators in enforcing all applicable rules, regulations, and policies of the Flour Bluff Independent School District
- Properly cares for all property and equipment assigned or entrusted to them
- Performs all job-related duties as assigned by a campus administrator or campus officer
- Performs duties indoors and outdoors, at night and on weekends and holidays, under hazardous conditions
- Patrol assigned routes within buildings and grounds watching for unauthorized persons, fires, hazardous situations, and suspicious circumstances.
- Inspect and secure doors, windows, lights, and gates when building is vacant.
- Assist in responsibility for proper operation of the building's alarm system.
- Patrol and control traffic and parking on the school campus.
- Give directions or act as a guide to authorized visitors.
- Demonstrates knowledge of district and administrative policies applicable to the position.
- Exhibits maturity and emotional control.
- Exhibits punctuality and dependability in performing his or her job
- Adheres to Professional Ethical Standards in relationship to students, teachers, parents, peers, administrators, and support personnel.
- Adheres to proper channels when communicating ideas, problems, etc.
- Accepts and performs additional school-related assignments in a positive and efficient manner.

### **Mental Demands/Physical Demands/Environmental Factors:**

#### **Tools/Equipment Used:**

District vehicle, firearms, handcuffs, security equipment, 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; frequent keyboarding/mouse, prolonged 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, 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. Strenuous walking, standing, and climbing; ability to operate a motor vehicle; specific hearing and visual requirements; ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously. May be subject to adverse and hazardous working conditions, including violent and armed confrontations. Work outdoors in varying climate conditions; drive in different areas of district at odd hours; on call 24 hours a day.

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