

Week of November 28, 2016

**PARKWAY SCHOOL DISTRICT
VACANCY ANNOUNCEMENT**

School Safety Officer

Position: 12 months 40 hour week

Hours: varied shifts

Open Date: 12/01/16

Starting Pay: \$15.00 hour minimum

Location: Security

Status: Non-Exempt

Hourly, Licensed, armed

Closing Date: Until Filled

Essential Job Functions:

*Under the supervision of the Chief of Security, and the immediate direction and training from Lead Security personnel, performs mobile patrols of District schools and buildings, special events, Board of Education meetings and traffic details, while enforcing laws and protecting District property.

*As assigned, maintains the Security Office and all security systems, including answering incoming calls, and monitoring fire, intrusion and closed circuit security cameras.

*Ensures all District buildings are secured at closing, and appropriately opened.

*Provides notifications and updates via Gmail, Parkway Connect, text and phone messages to District personnel.

* Prepares reports and maintains a daily activity log.

*Maintains a professional appearance and demeanor while assisting students, staff and visitors.

Qualifications:

- Must be at least 21 years of age
- Able to pass a thorough background investigation and physical examination.
- Able to meet licensing requirements of a security officer by Saint Louis County Police, including qualification for armed security status.
- Minimum 4 years of police, security or military related experience preferred. Retired police or military police a plus.
- Completion of P.O.S.T. certified police academy training preferred.
- Excellent interpersonal and communication skills
- Able to work varied shifts, weekends and holidays as assigned.
- Above average computer and phone skills.
- Ability to provide mobile and foot patrols in schools and campus buildings exercising the duties of a licensed armed and uniformed Security Officer.
- Able to skillfully operate a marked emergency equipped security motor vehicle.
- Able to work well with others and maintain a calm demeanor in stressful situations.

OPEN TO BOTH INTERNAL & EXTERNAL APPLICANTS

To apply on-line visit:

<http://www.parkwayschools.net>

Click "**Programs/Depts**"

Click "**Human Resources**"

Click "**Employment Opportunities**"

Click any Vacancy under category on the left hand side **or**

Click "**View external/internal positions**" under External or Internal Applicants

If you already have an AppliTrack account click [Log In>>](#)

PARKWAY SCHOOL DISTRICT

455 N. WOODS MILL ROAD

CHESTERFIELD, MO 63017

Equal Opportunity Employer