

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4
Champaign, Illinois

Title: Security Officer

Qualifications:

1. Associate's Degree or higher – OR – Illinois Paraprofessional Educator License (or valid Short-Term Paraprofessional Approval)
2. Three (3) years' experience as a security officer, school security officer, or law enforcement officer
3. Valid driver's license and reliable transportation
4. Successful completion of Therapeutic Crisis Intervention (TCI) or Crisis Prevention Institute (CPI) training within 90 days of employment
5. Successful completion of CPR and First Aid certifications within 90 days of employment
6. Previous successful experience working with students
7. Excellent human relations and communication skills
8. Ability to work cooperatively with staff, students, and parents from a variety of racial, ethnic, linguistic, cultural, and socioeconomic backgrounds
9. Ability to remain calm and non-confrontational with students in crisis
10. Ability to diffuse situations calmly and with authority
11. Ability to think clearly and take effective action quickly in an emergency
12. Ability and willingness to physically intervene in student confrontations
13. Familiarity with Microsoft Office Suite (Word, Excel, PowerPoint) and Google Suite
14. Willingness to attend professional trainings on a regular basis
15. Ability and willingness to work overtime for patrols at assigned campuses and special events as directed
16. Ability and willingness to respond to after-hours calls via landline or mobile phone and work overtime to respond to emergencies (alarm calls, crises, etc.) as directed

Reports To: Building Principal or Designee and Director of Security & School Safety or Designee

Supervises: N/A

Objective: To patrol and monitor assigned school campuses during the regular school day and as directed at night, on weekends, and during breaks and holidays to provide security and protection to students, personnel, equipment, and property.

Performance Responsibilities:

- A. Patrols and monitors assigned campuses and surrounding areas during the school day and during off hours as assigned to ensure the safety and wellbeing of students and staff and the security of the facility.
- B. Ensures a smooth traffic flow of students through the hallways, assisting students with on-time arrival to class and to assigned locations.
- C. Greets and directs authorized visitors to appropriate areas.
- D. Actively monitors assigned areas for the presence of intruders and other unauthorized individuals and takes appropriate action to report their presence and facilitate their departure.
- E. Serves as a first responder to student crises, confrontations, incidents, etc. to promote a safe school climate.
- F. Physically intervenes in student confrontations and performs authorized student restraints in a manner consistent with District procedures and training.
- G. Notifies administration, police, and/or appropriate emergency personnel of any emergency, potentially dangerous, or unusual situations.
- H. Assists the administration, police, and emergency personnel in handling emergencies or other disruptive situations.
- I. Assists the building administration by escorting students as directed.

- J. Maintains open communication with administration, students, teachers, and other support services personnel.
- K. Inspects and monitors the security of doors, windows, gates, etc. and checks buildings and grounds for other security breaches.
- L. Protects District property against vandalism, illegal entry, fire, and theft.
- M. Detects and reports fire and safety hazards, water leaks, malfunctioning equipment, etc.
- N. Performs temporary repairs on school property and equipment as appropriate.
- O. Responds to fire and burglar alarms, extinguishes small fires, and summons and communicates with police and fire department personnel as needed.
- P. Resets alarm systems that were accidentally triggered and tests for proper operation as necessary.
- Q. Prevents illegal parking, tampering with vehicles, and loitering in school parking lots according to established procedures.
- R. Assists with traffic and crowd control at special events as assigned.
- S. If assigned, operates a District vehicle and provides basic maintenance.
- T. Attends monthly meetings of all Security Officers.
- U. Maintains confidentiality and displays ethical and professional behavior in all matters related to student and families.
- V. Participates in all required training and professional development activities as directed.
- W. Operates a variety of security and safety equipment including metal detectors, security cameras, fire extinguishers, hand-held radios, etc. in a manner consistent with established District procedures.
- X. Prepares and maintains a variety of records and reports related to security incidents, issues, hazards, etc.
- Y. Performs other related duties as assigned.

Terms of Employment: Work year to be established by the Board of Education; salary and benefits as stipulated in the collective bargaining agreement (position will be paid on the Truant Interventionist lane)

Evaluation: Performance will be evaluated by the Building Principal or his/her designee in accordance with the District's plan for evaluation of Educational Support Professionals (CESP)

FLSA Status: Non-Exempt

Status: Created June 29, 2022
Last Revised (with CESP input and consent) November 6, 2025