

Job Title: **SCHOOL SAFETY OFFICER**

District Name: Venice Comm #3
Address: 300 S. Fourth St.
Venice, IL 62090
Phone Number: (618)274-7953
Fax Number: (618)274-7138

Region: Southwestern
County: Madison
Type of Employment: Full-time permanent
Job Category: Security
Grade Level: Other

Salary/Benefits: \$13.45 - \$14.05 per hour / 69% of single employee insurance paid by school board

Duties: Under the direction of building administrator (Principal) The School Safety Officer will work to improve school safety and security. The SSO will assume duties and responsibilities that will insure that access to buildings is limited to authorized individuals; building security and safety procedures are followed and that Board policies are adhered to as related to security, safety and conduct. The employee will not have enforcement powers with respect to local, state and federal laws.

Qualifications: 1. Superior work habits and ethics – self-motivated 2. Excellent communication skills – written and verbal 3. High degree of physical fitness and hygiene a. Ability to see, hear and speak allowing careful observation of building conditions and events b. Ability to use hands, arms, legs, and back (may be required to lift and/or physically restrain individuals, visitors and/or students that pose a threat of bodily harm to others c. Ability to lift materials, equipment, etc. on a regular basis up to 50 pounds and may be required to lift on a regular but infrequent basis over 100 pounds d. Ability to stoop, kneel, crouch, crawl, bend and twist on a regular basis 4. Previous work experience in security or training in security/law enforcement 5. Computer skills - knowledge of Microsoft Office products 6. Ability to apply common sense understanding to emergency and conflict situations in a calm and reasonable manner 7. Ability to enforce Board Policies and procedures in a non-confrontational but effective manner 8. Ability to perform all duties as outlined.

ILEARN Link: [ILEARN](#)
Report Card Link: [District Report Card](#)

Job Posting Date: 7/30/2018
Application Deadline: 8/10/2018
Start Date: 8/17/2018

How to Apply: Interested applicants should email their letter of interest, resume, and references, to Mr. Demario Bell, Principal, Venice Elementary School: dbell@veniceschools.org