



N O R F O L K
C H R I S T I A N
S C H O O L S

POSITION OVERVIEW

Job Title: Security Officer

Reports to: Director of Security

Status: Part-time, 10 month employee

Job Description

Security Officers at Norfolk Christian Schools play a vital role in the safety and protection of our students and staff. They protect personnel, property and assets while deterring theft, loss and concealment of any intangible personal property on the premises. Security officers carry a concealed firearm in the performance of their duties.

Qualifications

- Have a High School Diploma and be at least 21 years old
- Certified by a DCJS certified training school
- Prior law enforcement or military experience required

Required Skills & Abilities

- Excellent written and verbal communication skills
- Excellent knowledge of safety procedures and emergency preparedness
- Proficient in the use of a firearm
- CPR and First Aid certification obtained prior to employment

Physical Requirements

- Physically able to conduct inspections and traverse throughout the school and grounds
- Prolonged periods of standing or sitting at a computer
- Must be able to lift up to 50lbs at a time

It is the mission of Norfolk Christian Schools to equip students spiritually, intellectually, and physically to love God and serve Him as Christ's ambassadors in the world.

Continuing Education

- Must complete course of continuing education (CE) once a year
- Must qualify with firearm once a year

Key Responsibilities

- Ensure the safety of personnel, property and assets on site
- Identify potential security risks and take preventative measures to mitigate them
- Write accurate and detailed incident reports
- Monitor surveillance systems
- Screen all visitors coming and going through School Pass
- Conduct patrols and enforce security protocols to minimize the risk of unauthorized access or criminal activities
- Coordinate with local law enforcement and health and safety professionals in matters related to public safety and involving students and staff
- Be present during car lines both morning and afternoon, and where there is a concentrated group of students, i.e. recess, drills, excursions

[PLEASE CLICK HERE FOR FULL STAFF EXPECTATIONS](#)