

## WEYMOUTH PUBLIC SCHOOLS

### Job Description

**Title:** Education Support Professional - Security

**Responsible To:**

The Security Education Support Professional is directly responsible to the Building Principal and/or Associate Principal and/or Assistant Principal and/or Dean.

**Qualifications:**

1. Have obtained an associate (or higher) degree, or
  - a. Have at least two years of post-secondary education that is equivalent to at least 48 credit hours from an accredited higher education institution, or
  - b. Have met a rigorous standard on one of the formal Massachusetts-endorsed Assessments: Parapro or WorkKeys
2. Security experience preferred

**General Summary:**

The Security Education Support Professional supports and carries out responsibilities determined by the Building Principal and/or Associate Principal and/or Assistant Principal and/or Dean to meet the needs of the school. The Security Education Support Professional is directly involved with ensuring safety and security to the school, staff and students. The Security Education Support Professional understands boundaries and diplomacy with colleagues, families and community members and communicates information for or from parents/guardians to the Building Administrator(s).

**Specific Duties:**

1. Manage admittance of all students and visitors/substitutes
2. Provide supervision of halls and common areas, including the lunchrooms and bathrooms to reduce disruptive behavior
3. Monitor and accompany students between activities or classes
4. Supervise student groups to ensure safety
5. Watch for possible hazards and removes items harmful to students, employees or visitors
6. Refer chemical use and other concerns to supervisors in a timely fashion
7. Communicate with supervisor regarding student attendance and behavior concerns
8. Direct traffic before and after school and collaborate with administration on supervision and concerns of parking lots, as assigned
9. Assist in the search of vehicles and other properties including lockers, backpacks, and school busses when requested and supervised by an administrator
10. Communicate over 2 way radio communication using clarity, simplicity, precision, and confidentiality.
11. Application of de-escalation skills and behavioral safety training skills (i.e. CPI/Safety Care) as needed
12. Participation in district provided job related training
13. Any other duties as assigned by the Building Administrator(s)

**Other Skills and Abilities Required:**

- Collaboration, organizational and problem solving skills
- Strong attention to detail and ability to multitask
- Excellent verbal and written communication skills
- Ability to operate computers, use Google Suite, Aspen X2 and other required programs
- Ability to exercise patience, tact and good judgment, professionalism, discretion and ability to work with minimal supervision
- Ability to identify sensitive information and maintain confidentiality
- Ability to succeed in complex and changing environment
- Establish and maintain effective working relationships with students, staff and the school community

### **Physical Demands:**

While performing the duties of this job, the employee is frequently required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms. The employee may occasionally lift and/or move up to 50 pounds. At times may need to use physical guidance to assist students. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The employee frequently must meet multiple demands from several people. The employee is regularly required to sit and stand. The employee is required to walk long distances; use hands to handle or feel objects, tools, or controls; reach with hands and arms; talk and hear. Occasionally the employee must use hand/grip strength to operate office equipment. Ability to withstand long term use of computers is required. The employee will be required to respond quickly in the event of emergencies.

### **Work Environment:**

The noise level in the work environment is usually moderate. The employee is required to regularly interact with the students, staff and the public. May be required to work in the following environmental conditions: dusty, cold, hot, indoor and outdoor.

### **Fair Labor Standards Act (FLSA) Classification:**

This position is classified as Non-Exempt.

### **Terms of Employment:**

184 work days as specified under the provisions of the Weymouth Educators Association (WEA) Unit D Contract. Employment based on successful completion of a CORI background check.

### **EQUAL OPPORTUNITY EMPLOYER**

Weymouth Public Schools is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation or disability, as defined and required by state and federal laws.