



An Expeditionary Learning school in Washington, DC

School Security Officer

Capital City is currently seeking a Full-Time Security Officer. A Capital City Security Officer is responsible for ensuring a safe and inviting environment for students, faculty, staff and families. He/she is responsible for monitoring entrances and patrolling the premises to detect and deter suspicious activity, to secure the premises, ensure the safety of staff, students and visitors, and protect school assets. The Security Officer works as part of a security team and reports to the Head of Security, who reports to the Operations Manager.

This is a 12-month position, with hours scheduled weekly and payment made based on an hourly wage. The position is non-exempt and therefore eligible for overtime pay under the provisions of the Fair Labor Standards Act. Regardless of Security Officer's certifications or licenses, this position will be unarmed and no weapons or firearms are permitted on school grounds.

Based on specific duty assignments, the Security Officer may be responsible for the following aspects of building security and safety:

- Open and unlock the building, grounds, and parking lot to prepare the campus to receive visitors.
- Secure and lock the building and grounds at the end of the day, ensure that all gates and doors are secured and that the building alarm is activated.
- Maintain a safe inviting school for students, faculty and staff.
- De-escalate situations calmly with tact and common sense.
- Monitor premises and outside grounds through surveillance cameras.
- Staff various posts in order to provide appropriate security presence for specific events.
- Conduct routine rounds of the interior and exterior of the building and property.
- Guard against theft and maintain security via controlling access to the building and grounds.
- Respond to alarms and calls of distress.
- Escort staff to cars in the evening as requested.
- Use walkie-talkies to communicate during shift.
- Manage, with the Front Desk Managers, visitor access to the building, including visitor sign-in at the front desk.
- Provide security services at special events.
- Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
- Contribute to formal incident reports to be prepared by the Head of Security when needed. This could include obtaining statements from students, staff or others to properly document significant events during a shift.
- Prevent losses and damage by reporting irregularities; informing violators of policy and procedures.

- Maintain order and safety during arrival and dismissal as directed.

Special Requirements

- Most positions require availability to work all shifts including day, swing, night, weekends and holidays.
- Ability to make independent and good judgment decisions within proper policy and procedures.
- Must be detail-oriented and have satisfactory literacy and writing, documentation, communications and interpersonal abilities.
- Be able to work alone, responsibly and without supervision.
- Capable of meeting the physical requirements below.
 - Work is performed year-round, inside and outside buildings with exposure to inclement weather and unpredictable crisis situations.
 - Must be able to comfortably navigate a security round per hour. Rounds can vary from 15 minutes to 50 minutes of physical patrol time, including climbing several sets of stairs in a three-story building.
 - Must be able to navigate inside buildings, outside in the elements and inclement weather conditions. Surfaces and environmental terrain can vary from (but not limited to) carpet, tile, wood, concrete, asphalt, grass, curbs, uneven gravel and dirt. Outdoor ground surfaces can be uneven and slippery with water, ice, or snow in inclement weather.
 - Lift, carry or push weight in the following range: 5 to 25 pounds.

Qualifications

- Graduation from high school (or GED).
- Prior experience in security (school experience is preferable).
- Spanish language skills would be beneficial.
- Must have a valid District of Columbia Security Officers license issued by the Metropolitan Police Department – including a criminal background check and drug test.
- Satisfactory TB test and/or management plan.

Compensation and Benefits: Capital City offers a competitive salary commensurate with experience and a comprehensive benefits package

To Apply: Email your resume and letter of interest to capitalcityjobs@ccpcs.org with “School Security Officer” in the subject title. Visit our website at www.ccpcs.org for additional information about our organization.

About Our School: Capital City was founded in 2000 and now serves 983 students in grades PK-12. In 2012, the entire school relocated to a newly renovated single campus in Ward 4. Capital City has been a model for school reform in the District. The school implements the EL Education model (www.elschools.org). Through this model teachers craft expeditions that incorporate projects, research, fieldwork, and service to support students in meeting rigorous standards. Capital City’s program also emphasizes a strong social curriculum, a commitment to diversity, a strong inclusion model and the integration of arts into the curriculum.

Capital City is an equal-opportunity employer. We do not discriminate on the basis of race, color, national origin, marital status, religion, sex, age, sexual orientation, disability, or any other protected

status. All employment decisions will be made solely on the basis of the individual's qualifications as related to the requirement of the position being filled.