

## **SPEED JOB DESCRIPTION**

### **Job Title**

Therapeutic Security Personnel

### **Supervisor**

Principal/Program Administrator

### **Position Guide**

Non SEA/Non Tenured – Non Exempt

### **Salary Range**

Commensurate with experience

### **Qualifications**

- Certificate of completion – Basic Security Training
- Other qualifications of academic, professional, and personal excellence as the Governing Board may specify.
- Exhibits professionalism and is a role model.

### **Essential Duties**

1. Monitors the hallways.
2. Assists in escorting students to and from class.
3. Assists/monitors students with transition to and from the bus and during lunch.
4. Performs student searches in compliance with SPEED procedures and expectations.
5. Assist in managing disruptive visitors and escorting them off school grounds when necessary.
6. Demonstrates genuine care and respect for student and staff by means of communication, both verbal and nonverbal.
7. Maintains the confidentiality of students, staff and incidents that results from the school day in compliance with Special Education rules and regulations and SPEED policies.
8. Facilitates and implements the program crisis plan along with building administration.
9. Implements/supports the management of students as prescribed by SPEED.
10. Attends, when invited, staff meetings and in-services.

### **Job Responsibilities**

1. Provide staff and students security and safety.
2. Communicates in an effective, constructive, and positive manner with students, staff, and administration.
3. Handles emergencies in an organized manner.
4. Implements prescribed behavior management system.
5. Performs job in a dependable and responsible manner.
6. Follows lines of communication as established by SPEED.
7. Demonstrates knowledge of SPEED and the programs' behavior management system and is able to implement prescribed strategies, techniques, and consequences.
8. Completes in-program CPI training.
9. Assists in prescribed physical management of students.
10. Comes to work on time and consistently.
11. Seeks out assistance when needed.
12. Is willing to work with students under stressful circumstances.
13. Exhibits professional conduct.
14. Relates to feedback/criticism, using problem-solving techniques.
15. Demonstrates the ability to positively communicate with staff, students and administration when feedback may not be positive.
16. Participates in staff meetings, treatment teams, inservice training, when needed.
17. Prepares effective written reports when requested.
18. Makes professional decisions that demonstrate support of the mission, goals and best interest of SPEED.
19. Utilizes community, state and national resources where necessary to promote the safety and welfare of students.
20. Responsible for all assigned students and educational support staff as well as any assigned student teachers, interns, and volunteers working in the school for the welfare and safety of all students while in the classroom, on school grounds, during before and after-school activities.
21. Other duties may be assigned.

**Skills/Competencies**

- Ability to read analyze and interpret documents including correspondence in print or electronic formats.
- Ability to establish and maintain effective working relationships with all members of the school community.
- Ability to communicate clearly and concisely in verbal or written form
- Ability to write reports as needed. The ability to effectively present information and respond to questions is required.
- Ability to perform essential duties within member school district requirements and SPEED policies.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to...

- Sit, stand, talk and hear for extended periods of time, operate electronic equipment; and reach with hands and arms and will repeat actions with the same hand, arm or finger motion.
- Have vision abilities required include close vision, and the ability to adjust focus.
- To have regular lifting, carrying, bending, pushing, and/or pulling and significant finger dexterity actions.
- Ability to physically manage and/or restrain students weighing up to 250 pounds, with assistance, when needed.

**Ethics**

All district employees are expected to maintain a high level of ethical behavior and confidentiality of information regarding students, personnel, and all job related matters. In addition, all staff are expected to serve as a positive role model and work to ensure a safe building environment.

**Terms of Employment**

- 180 Days

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of the SPEED Governing Board.

**Hiring Contact:** Human Resources Director – (708) 481-6100.

**ACKNOWLEDGEMENT FOR RECEIPT OF JOB DESCRIPTION**

I have received a copy of the Job Description and have read and understand its contents.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date