

**BRENTWOOD BOROUGH SCHOOL DISTRICT**  
**3601 Brownsville Road**  
**Pittsburgh, PA 15227-3117**

**Job Description**

**TITLE:** Security Officer (part-time)

**JOB SUMMARY:**

The Brentwood Borough School Security Officer will identify and report incidents that take place **on school property** and will be responsible for the security and safety of the district properties. The Security Officer will periodically tour the facility to identify any irregularities, observe protection and fire control equipment, uphold order, enforce regulations for the facility regarding the safety of the premises, personnel, and visitors.

**REPORT TO:** Director of Police and Security

**PERFORMANCE RESPONSABILITIES:**

- Ensure the security, safety and well-being of all personnel, visitors and premises.
- Provide excellent customer service.
- Present a professional manner while wearing the issued uniform and Brentwood School District ID on the outermost garment.
- Adhere to all district service and operating standards.
- Remain in compliance with local, state, and federal regulations.
- Immediately respond to emergencies on district-owned, rented or leased property.
- Protect the district's assets relative to theft, assault, fire and other safety issues.
- Follow procedures for various initiatives, including fire prevention and property patrol.
- Monitor all access points to the facilities while on tour and on security cameras.
- Maintain knowledge of events scheduled for the time during your shift and remain visible.
- Monitor and ensure facility doors are secured or unlocked for events.
- Answer requests for the issuance of identification badges for district staff and ensure the correct access is linked to the ID badge.
- Required to complete the Basic National Association of School Resource Officers course.

**REQUIRED DOCUMENTS:**

- High School Diploma
- Resume
- Three Professional References
- Physical: Obtained prior to start date
- Clearances (Act 168, Act 34, Act 151, and Act 114): Obtained prior to start date.