

Job Title:	CAMPUS SECURITY SCREENER
Reports to:	Campus Principal/District Chief of Police
Dept./School:	Assigned Campus
Wage/Hour Status:	Non-Exempt
Date:	July 27, 2026

Primary Purpose

Provide a safe, secure, and welcoming environment for students, staff, and visitors by conducting security screening at designated campus entry points. Operate security screening equipment, inspect bags and personal belongings in accordance with district procedures, monitor access to district facilities, and promptly report safety concerns. Support the District's Multi-Hazard Emergency Operations Plan (EOP), Standard Response Protocols, and overall school safety objectives through proactive prevention, observation, and professional customer service.

QUALIFICATIONS

Education/Certification

GED or High School Diploma, preferred

Special Knowledge/Skills

Good oral and written communication skills

Meet the physical requirements of the position

Be able to speak English well enough to give instructions to all children

Be able to meet the public and give instructions in English if necessary

Experience

Experience working with youth or in an educational setting preferred.

Experience in security, law enforcement, military, corrections, customer service, or school safety preferred.

MAJOR RESPONSIBILITIES AND DUTIES

Performance Expectations

1. Conduct security screening in a fair, consistent, and respectful manner.
2. Foster positive relationships while maintaining a secure environment.
3. Support district efforts to prevent violence through vigilance, professionalism, and timely reporting.
4. Follow all applicable district policies, Texas law, and School Police Department procedures.
5. Successfully complete all required annual safety, security, and emergency preparedness training.
6. Maintain confidentiality and professionalism in all aspects of the position.

Essential Duties and Responsibilities

7. Monitor assigned campus entrances to ensure compliance with district access control procedures.
8. Conduct security screening of students, staff, visitors, contractors, and vendors using district-approved screening methods.
9. Operate walk-through and handheld metal detectors according to established procedures.
10. Inspect backpacks, purses, packages, and other personal belongings when required by district policy.
11. Maintain an orderly and efficient screening process that minimizes disruption to instructional time.
12. Observe individuals entering district facilities for suspicious behavior, safety concerns, or prohibited items.
13. Immediately notify campus administration or School Police of prohibited items, criminal activity, or potential threats.

- 14. Maintain continuous communication with campus administrators and School Police regarding safety concerns.
- 15. Assist with visitor management procedures, including verification of identification and visitor authorization.
- 16. Maintain accurate documentation of screening activities, prohibited items, incidents, and equipment issues.
- 17. Ensure all screening equipment is inspected daily and report maintenance needs promptly.
- 18. Support implementation of the District's Emergency Operations Plan (EOP), reunification procedures, evacuations, lockdowns, shelter-in-place, and other emergency protocols.
- 19. Participate in required emergency drills, tabletop exercises, and district safety training.
- 20. Maintain awareness of situational risks and report unsafe conditions or security vulnerabilities.
- 21. Protect confidential information regarding district security procedures and investigations.
- 22. Demonstrate professionalism, impartiality, and respect when interacting with students, employees, parents, and visitors.
- 23. Assist School Police and campus administrators during emergencies and special events as directed.

Other

- 24. Perform other duties assigned by supervisor.
- 25. Maintain confidentiality of information.

Supervisory Responsibilities

None

EQUIPMENT USED

Walk-through metal detectors, handheld metal detectors, visitor management system, two-way radio, security cameras and access control systems, computers and district-issued mobile devices, incident reporting software

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain concentration while screening large numbers of individuals; exercise sound judgment during high-pressure situations.

Physical Requirements

Stand and walk for prolonged periods, lift and carry up to 25 pounds, bend, stoop, reach, and inspect personal belongings, operate handheld security equipment for extended periods, work indoors and outdoors in varying weather conditions, respond appropriately to emergencies while maintaining professionalism

Disclaimer

This position is responsible for security screening and access control functions. Unless separately commissioned or licensed, employees in this position are not peace officers and shall not perform law enforcement functions beyond those authorized by district policy and applicable law.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____