BOARD AGENDA ITEM

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Item: School Security Officer (SSO) Position

Submitted by: Sean P. Burns, Director of Safety & Security Date: November 16, 2026

Recommended by: Kevin Philipps KP Board Meeting Date: November 16, 2026

RECOMMENDATION:
It is recommended that the Board approve the hiring of 1 full-time School Security Officers (SSO's) for the Lincoln Campus.

BACKGROUND:

The Kent ISD Safety & Security Department currently has 7 full-time School Security Officers (SSO's). Five (5) SSO's cover KCTC East & West, one (1) SSO covers the ESC, and one (1) SSO covers EU South/Wyoming Adult Ed and Pine Grove Learning Center. One of the SSO's assigned to KCTC also covers KEC Beltline, KEC Oakleigh, and EU Central. Currently, we have SSO's from the KCTC cadre attempt to cover our Lincoln Campus. However, this practice has left the schools on the Secondary Campus undermanned. Additionally, the two schools on the Lincoln Campus have our more vulnerable student populations, which would benefit from a permanent safety/security presence.

The most important work that the Safety & Security Department does is to ensure that the environment our students and staff learn/work in is safe and secure. The requested position will provide security services to the two schools on the Lincoln Campus and to the staff that work in the Early Childhood Center. The SSO assigned to this position will be able to assist administrators with running State mandated drills and will be able to serve as a touch point for staff for all things security related. The officer will also be able to conduct security checks on all the buildings on the Lincoln Campus to ensure that security systems function as designed and to ensure they are fixed when they do not. The officer will be responsible for coordinating these repairs with the IT department and with Facilities.

This position is a Grade 2 classified position at approximately $21.28 per hour. SSO's are on a 200 day schedule which equates to working the school year, plus one week before and one week after the school year.

Title:	School Security Officer (SSO)
Classification:	Classified Grade II
Reports To and Evaluated By:	Director of Safety & Security
Terms of Employment:	200 day position
Supervises:	None

Broad Statement of Responsibilities

We seek community-minded, team-oriented people, who have experience working with diverse communities and colleagues. We expect our employees to help develop and foster an inclusive and welcoming educational climate that allows students and staff to flourish. Applicants must be self-motivated, enthusiastic, and demonstrate good judgment.

Experience, Education, Certifications and Trainings
Our ideal candidate will have:

- A minimum of five years of experience serving in a similar role, such as public safety agency or other governmental organization;
- A minimum of five years of experience coordinating safety work with external agencies to include, but not limited to, law enforcement and first responders. Outside security agencies, and community partners;
- Previous experience serving as a team member tasked with conducting inspections of multiple locations while not under direct supervision;
- Previous experience serving as a team member tasked with conducting and coordinating investigations;
- Associates Degree or higher educational level in a relevant field to include criminal justice, security, corrections, or public safety;
- Strong verbal, writing, and interpersonal skills;
- Sufficient physical agility to perform assigned duties;
- CPR/First Aid/AED certifications preferred.

Knowledge, Skills and Abilities
Our ideal candidate will be able to demonstrate:

- A working knowledge of the mission and function of Kent Intermediate School District;
- An ability to work within a diverse education population and environment;
- A knowledge of Kent ISD policies and procedures, and of Kent ISD security and safety procedures;
- The ability to remain calm in pressure situations;
- A knowledge of state and local criminal laws, search and seizure procedures, and the legal process;
- The ability to physically control and detain suspects;

- An ability to foster effective internal and external working relationship with individuals and organizations that reflected the diverseness of our community;
- An understanding of the National Incident Management System (NIMS), the Incident Command Structure (ICS), and the Unified Incident Command (UIC) model;
- A working understanding of the structure, functions, and interrelationships of local, state, and federal emergency response agencies (e.g. local and state police, federal law enforcement, fire and emergency medical services, FEMA, Emergency Management, etc.);
- A knowledge and proficiency in the use of Microsoft Office products (Word, Excel, Power Point, etc.) or a comparable platform;
- Excellent communication (verbal and written) and consensus-building skills;
- A valid driver's license; and
- The ability to pass a criminal background check that will include a fingerprint examination.

Key Duties and Responsibilities
Essential duties include:

- Patrolling all areas of Kent ISD properties, both indoors and outside (i.e., hallways, parking lots, restrooms, locker rooms, cafeteria, etc.) to prevent vandalism, theft, rules and/or law violations, loitering or any other suspicious activity.
- Conduct polite challenges of all persons entering Kent ISD properties, directing those with authorized entry to their destination and removing unauthorized persons.
- Identification of those persons responsible for violations of Kent ISD rules, and regulations or local laws.
- Obtaining a familiarity with the facility, administration, staff and students at Kent ISD properties.
- As necessary, provide after-hours security at Kent ISD events to include conferences, open houses, and other school-related functions as authorized and directed.
- Conduct and document all investigations of safety/security-related incidents
- Serve as a liaison for law enforcement officials during the time those officials are on Kent ISD property.
- Maintain an awareness of radio traffic and the ability to utilize proper radio procedures.
- Participation in training programs.
- Be available on an on-call status during the summer and school holidays to investigate after-hours alarm occurrences at Kent ISD properties.
- Other duties as assigned by the Kent ISD Safety/Security Coordinator.

Building-Level Co-leadership
Successful candidates will:

- Work in concert with building leadership to support and enhance building-level safety and security efforts including, both Kent ISD initiated and building-initiated efforts;
- Monitor staff readiness to respond and recover from safety and security incidents / events; and
- Work with building leadership to sustain or improve these capabilities.

The above is intended to describe the general content of and the requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.