

PORTLAND PUBLIC SCHOOLS

Human Resources

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Security Specialist

BASIC FUNCTION

Working independently and as part of a team, the Security Specialist under the direction of the Director of Security and Emergency Services supports PPS safety and security activities

KNOWLEDGE AND ABILITIES

- State and Federal Laws, district policies, procedures, rules, regulations and professional standards for employment related background checks.
- Access Control Management Systems, database, word processing and web-based applications
- Rules regarding confidentiality of employee, student, and law enforcement records and information.

- Appropriately apply regulations, laws and accepted practices pertaining to employment, safety, and security in a K-12 setting.
- Interact effectively and collaboratively with individuals and groups, which may require the use of conflict resolution skills and interpersonal communication techniques.
- Independently plan, organize, and carry out work responsibilities.

WORKING CONDITIONS

Work Environment: Work is performed in a standard office environment with frequent interruptions.
Work hours may include on- and off-campus events.