

PLANO INDEPENDENT SCHOOL DISTRICT
Job Description

Job Title:	School Marshal	Wage/Hour Status:	Non-Exempt
Reports To:	Safety and Security Coordinator	Pay Grade:	752
Dept./School:	Safety and Security Services	Date Revised:	8/21/2023

Primary Purpose:

Provide day to day security at assigned campus and respond to protect students, staff and visitors in the event of an active threat incident.

Qualifications:

Education/Certification:

Bachelor's degree (preferred)

Honorably retired peace officer (preferred)

Coursework, training, certification or experience in emergency management, law enforcement, public safety, school safety and security or related discipline (required)

Possess and maintain a valid Texas driver's license (required)

Possess and maintain a valid Texas License to Carry (required)

Ability to obtain L3 Psychological Clearance prior to employment (required)

Ability to successfully complete Texas School Marshal course (required)

Special Knowledge/Skills:

Knowledge of school safety, security, law enforcement procedures, practices and related standards and codes

Knowledge of emergency management/emergency preparedness methodology and concepts

Knowledge of use and safe operation of firearms

Strong written and verbal communications skills

Strong interpersonal and customer service/public relations skills

Proficient in providing training and presentations to small and large groups

Proficient in use of office/business technology (MS Office Suite, G-Suite, etc.) and use of relevant security-related technology (e.g. security video systems, incident reporting systems, etc.)

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Experience:

Five (5) years' experience in some combination of law enforcement, military, emergency management or school safety and security, or equivalent work experience as determined by the district

Major Responsibilities and Duties:

Respond to and immediately address any active threat incident on campus

Patrol assigned campus and be visible throughout the day, especially during passing periods, lunch periods, drop-off and pick-up

Assist with and be visible during drop-off and pickup

Conduct frequent exterior door sweeps to ensure all doors are locked, closed and functioning properly

Immediately brief Safety and Security Coordinator on safety or security issues discovered and/or brought to your attention

Work closely with campus staff and other district personnel to promote a safe and secure environment

Conduct Safety and Security Inspections at assigned campus

Demonstrate and maintain firearms proficiency as determined by the district

Participate as a member of the Campus Emergency Planning Team

Patrol district in marked security vehicle and respond to campuses as assigned

Assist in drills and exercises that promote emergency preparedness of campus

Promote and reinforce district policies and procedures relating to safety and security

Serve as liaison between campuses and law enforcement, fire/EMS personnel and other outside agencies responding to incidents or investigating matters of concern to the district

Complete incident reports and other documents as required or directed in an accurate and timely manner

Provide security coverage at campus or district special events and functions as needed

Utilize district security cameras to review incidents and/or save video footage as required or instructed

Maintain a high level of confidentiality and conduct yourself in a professional manner at all times

Serve as a resource to campus in areas of safety, security and emergency preparedness

Serve as the department's representative on Level 1 threat assessments when instructed or requested to do so

Attend training as required or directed

Operate walk-thru and handheld metal detectors as assigned

Follow all rules, regulations and policies of Plano ISD and follow directives from supervisor

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Follow attendance policy as assigned by supervisor

Perform all other duties as assigned by the administration and/or supervisor

Attitudes / Attributes / Behaviors:

Excellent judgment and the ability to make sound, reasonable decisions under pressure

Exceptional work ethic, self-initiative and attention to detail

Work effectively and collaboratively with other individuals and departments

Project enthusiasm and energy in all efforts

Exhibit honesty, ethical conduct and objectivity

Willingness to consent to background investigation

Working Conditions:

Mental Demands:

Communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress; work effectively in a highly stressful emergency environment

Physical Demands/Environmental Factors:

Prolonged, irregular, differentiated work schedule and/or late hours when urgent or emergency situations arise, or when necessary to meet district/department needs; districtwide and occasional statewide travel; frequent standing, stooping, bending, kneeling, pushing and pulling; occasional lifting up to 50 pounds; occasional work in inclement weather; prolonged use of computer and repetitive hand motions

Tools/Equipment Used:

9mm handgun, holster, magazine pouch, handcuffs, uniform, two-way radio, cell phone

Acknowledgement:

Any work-related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator

Date: 8/21/2023

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____

Date: _____