

Mercy High School, Burlingame
Position Description

Job Title: Campus Security and Student Services Support Team Member
Department: Student Life
Reports To: Assistant Head of School for Student Life
FLSA Status: Non-Exempt/Hourly

Summary: Within the context of the tradition and charism of the Sisters of Mercy, supportive of the Mission and Values of Mercy High School and Catholic Church teachings and doctrine, the Campus Security and Student Services Admin is responsible for maintaining campus security for students, faculty, and staff and assisting with monitoring of students throughout the day and at lunch periods.

Days: Monday- Friday **Hours:** 7:30AM- 4PM

Essential Duties and Responsibilities include the following:

To perform the job successfully, the individual must possess the ability to perform as part of a team and have excellent interpersonal skills; have excellent verbal communication skills and the ability to work with a wide range of audiences; needs strong organizational skills and be detail-oriented, with the ability to multitask.

In addition, the Campus Security and Student Services Support Team Member must be able to meet the following expectations:

- Provides a safe and secure environment for students, faculty, staff, and guests.
- Establishes and maintains a good rapport with students, parents, faculty, and staff.
- Patrols and confronts unauthorized visitors on campus for proper identification.
- Directs traffic and parking on campus.
- Ensures gates and doors are locked in case of an emergency as directed by the Head of School.
- Manages the campus safety desk, signing visitors in and out.
- Observes and reports violations of safety to the Head of School or Assistant Head of School for Student Life.
- Assists with student supervision during lunch time and Lunch Study in Russell Hall.
- Demonstrates responsible decision making and problem solving skills.
- Performs other duties as assigned by the Assistant Head of School and Head of School.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies:

Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports the high school's goals and values; benefits the high school through outside activities; respects diversity.

Leadership - Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason when dealing with emotional topics.

Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. In addition, the person should have the following experience and/or education to perform the job successfully:

An individual must have related experience in a high school setting, or a combination of elementary and high school experience demonstrating competence in ... and/or other related areas of the job description. The individual must be able to support Catholic Church teachings and doctrines, within the context of the tradition and charism of the Sisters of Mercy, while providing a working atmosphere which fosters and promotes these values.

Education and/or Experience: Successful candidate is required to possess:

- High School Diploma
- Demonstrates aptitude in security procedures.
- CPR certified and a basic knowledge of first aid.
- Valid driver's license.

Computer Skills:

To perform the job successfully, an individual should have basic computer skills.

Physical Demands:

The physical demands described are representative of those that must be met by an individual to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the individual must be able to sit, stand, and/or walk for long periods of time. They must be able to lift or carry up to 50 pounds, reach, squat, climb stairs, kneel, move light furniture and/or equipment, and walk several hours per day in hallways and outside. They must be able to work in heat and cold (outside seasonal temperatures). The individual is regularly required to talk or hear. The individual needs to move from the main school building to lower campus and be able to walk on various terrain. Specific vision abilities required by this job include close and distance vision.

Work Environment:

The work environment characteristics described are representative of those an individual encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the individual is exposed to outside weather conditions while monitoring the campus. The individual's work may be performed outside in seasonal temperatures as well as inside of buildings. Work is performed during both daylight and night hours. Flexibility and patience are required. The individual may have to work with ropes, chains, locks, pylons, and gates that need to be moved or carried to secure areas. Must be self-motivated and able to complete job assignments without direct supervision. Must be able to work under stressful conditions.

The noise level in the work environment may vary from quiet on normal school days to loud during emergency situations.

Special Instructions:

Firearms will not be authorized or carried at any time to perform job duties.

