



**Position Title:** Security Guard  
**Position Status:** Full-time & Part-time  
**FLSA Classification:** Non-Exempt  
**Reports To:** Director of Facilities

### Position Purpose

Provide campus security and safeguard students, employees, visitors, and property.

### Essential Functions

- Locks and unlocks campus and building entrances and exits.
- Provides security at campus and building entrances and exits; provides direction and information; provides security at events as needed.
- Patrols, on foot and using a vehicle, school grounds to identify security risks and to ensure buildings, all rooms, both internal and external doors, windows, parked cars, and security systems are safe and secured.
- Attends all responses to alarms, medical emergencies, fires, and other similar matters, evacuating premises and contacting appropriate emergency services if required.
- Provides protection to self and others including the administration of first aid if required.
- Monitors campus for environmental hazards, illegal activities, and vandalism; report or take corrective action as required by school policy.
- Ensures compliance with parking policy by checking permits; issues citations as required.
- Assists with traffic flow during student drop-off and pickup periods; sets traffic control devices as necessary.
- Records information regarding security and monitoring activity; maintains logs and writes activity reports.
- Undertakes escort duties for staff, students, and visitors.
- Assists with snow removal.
- Removes trash during and after events.
- Sets up and/or takes down tables and chairs before and after events.
- Provide a high level of customer service to all that enter campus.
- Other duties as assigned by supervisor or his designate.

### Qualifications

- High school diploma or GED required; at least one year of previous security, military or enforcement vocational training or experience preferred.
- Demonstrated interpersonal skills for addressing potential conflicts.
- Successful completion of employment background screening and verification; requires valid state driver's license if driving is required as part of the job.
- The ability to take charge but deal professionally and calmly in emergency situations.
- The ability to analyze security and safety risks and make appropriate recommendations in a school setting.
- The ability to express ideas clearly and concisely in written and oral form.
- The ability to work effectively with employees, students, parents, school administration, and local law enforcement representatives.
- Must be able to work evenings and weekends shifts.

### Physical Requirements and Work Environment

- Must be able to occasionally lift, push, pull or carry equipment and materials weighing 50 pounds or more.
- Must be able to reach and occasionally run and drive a vehicle in the normal course of duties.
- Must be able to sustain approximately four (4) hours of on foot patrol.
- May deal with highly stressful situations in the normal course of duties.
- Tasks are regularly performed with some risk of exposure to adverse environmental conditions, such as dust, humidity, rain, temperature extremes, traffic hazards, and violence.

### Application Procedure

- Interested candidates, please **e-mail** a cover letter, resume, and contact information for three references to [careers@sch.org](mailto:careers@sch.org).

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