Job Title: Security Guard Non-Exempt

Reports to: Principal or Assistant Principal

Dept./School: Middle School

Primary Purpose:

Under general supervision, provide security and protection for students and vehicles in parking lot.

Qualifications:

Education/Certification
High School Diploma or GED

Special Knowledge/Skills:
Ability to record information
Ability to follow verbal and written instructions
Ability to work effectively with students
Ability to communicate effectively

Minimum Experience:
None

Major Responsibilities and Duties:

Student Management

1. Monitor student behavior and enforce school rules related to student conduct.
2. Resolve conflict or confrontation between students and report disturbances to principal or assistant principal.
3. Control traffic and parking on campus grounds.

Security and Parking

4. Assist law enforcement personnel as needed
5. Notify police, fire department, or other appropriate authority of any situation requiring immediate attention.

6. Give directions or act as a guide to authorized visitors.

Supervisory Responsibilities:

None.

Equipment Used:

Two-way radio
Drive District Vehicle

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Continuous walking and standing. Exposure to vehicle exhaust. Works outside and is exposed to extreme temperatures and inclement weather. May be subject to extreme physical acts of others (i.e., restraining students involved in altercations).

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Signature: _____ **Date:** _____