



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

- Provides security at campus and building entrances and exits; provides directions and information; provides security at events as needed.
- Locks and unlocks campus buildings, entrances, and exits.
- Patrols on foot and using a vehicle, on school grounds to identify security risks and to ensure all buildings, rooms, 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.
- Records information regarding security and monitoring activity; maintains logs and writes activity reports.
- 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.
- 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.
- Provides a high level of customer service to all that enter campus.
- Other duties as assigned by the Director of Facilities or his designee.

Qualifications

- High school diploma or GED required; at least one year of previous security, military, or enforcement vocational training or experience preferred.
- Must have a current and valid driver's license.
- Demonstrated interpersonal skills for addressing potential conflicts.
- Demonstrated sensitivity, knowledge, and understanding of diverse backgrounds of community members with a continuous focus on health relationship building.
- Successful completion of employment background screening and verification.
- The ability to take charge but deal professionally and calmly in emergency situations, and 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.
- The ability to perform basic first aid preferred.
- Must be able to work evenings and weekend 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 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 Procedures

To be considered, candidates must upload a cover letter, resume, and information for three references through our online platform. Please follow [this link](#).

Springside Chestnut Hill Academy is an Equal Opportunity Employer.