



PLEASE POST

REGINA ARMSTRONG
Superintendent of Schools
ADMINISTRATION OFFICE

RODNEY GILMORE, Ed. D.
Associate Superintendent for Human Resources
HUMAN RESOURCES DEPARTMENT

July 30, 2024

JOB POSTING # 107

2024 - 2025 SCHOOL YEAR VACANCIES

These Positions are subject to Civil Service Approval

POSITION: **SECURITY AIDES (10 Month)**

LOCATION: District Wide

GENERAL RESPONSIBILITIES:

1. Periodically tour buildings, grounds, or other designated areas to ensure that doors, windows, and gates are properly secured and have not been tampered with.
2. Turns key or otherwise record visits at watch-clock stations at specified time intervals.
3. Report any unusual conditions or breakdowns in heating, plumbing, and electrical system. Report attempted thefts, entries, vandalism, or fires.
4. Perform a variety of unskilled tasks such as sweeping, attending to parking areas, and answering night telephone calls, as required.
5. Question unauthorized personnel and checks vehicles entering grounds.
6. Ensure safety of staff and students using the premises, as required.

COMPENSATION: Contractual

CLOSING DATE: August 7, 2024

APPLICATION PROCEDURE: To apply click on this link www.olasjobs.org/hempstead-ufsd

Rodney Gilmore, Ed. D.

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