



**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, 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 is 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.*