

JOB DESCRIPTION

Position: Security Guard

Supervisor: Principal or Designee

General Job Description: To maintain the security and safety of student body, faculty and staff. To patrol the outside of the campus and grounds to maintain security of the school.

Essential Job Functions:

1. Provide a safe secure environment for students, staff, and guests on exterior of all campus buildings and parking lots.
2. Establish and maintain good rapport with students, staff and community members.
3. Help create and maintain a working relationship with the local police and fire and rescue departments as assigned by the principal.
4. Assist in implementation of action plans as directed by the principal to maintain a safe environment and report suspicious persons, unauthorized vehicles, threats of violence, criminal incidents, incidents, accidents and violations of law and school policy.
5. Observe student behavior on campus in parking lots and other open areas.
6. Contact Principal to report students suspected of infractions.
7. Patrol and monitor assigned areas to deter, detect, and report violations of law or school policy.
8. Confront unauthorized persons for questioning and checking for identification as needed.
9. Assist law enforcement officers as directed by school administration.
10. Direct traffic and parking on campus; check vehicles for proper parking authorization; determine if vehicles are parked in restricted areas.
11. Follow district policies and administrative rules and regulations.
12. Maintains security records, logs and reports related to security cameras and parking.
13. Ensure doors/gates are locked and opened at designated times determined by principal.
14. Ensure exterior doors are never propped open.
15. Supervise and patrol the parking area and school grounds for assigned school activities.
16. Utilize and maintain vehicle and radio appropriately at all times.
17. Demonstrate rational problem solving and responsible decision -making skills.
18. Remain focused and only use phone in case of emergency while performing work duty.
19. Perform other tasks as may be deemed appropriate by the supervisor and/or Superintendent.
20. Models non-discriminatory practices.

Additional Duties and Responsibilities:

1. Maintain and project professional appearance as it relates to job performance.
2. Assume security drill responsibilities as assigned by principal.
3. Monitor security surveillance equipment to protect facilities and assets.
4. Submit work orders to principal for cameras, grounds and parking areas as needed.
5. Attend staff development training as assigned.

Qualifications:

1. High school diploma or GED required.

2. Demonstrated aptitude for successful completion of the task assigned.
3. Demonstrated knowledge of security procedures.
4. Private security or public police experience preferred including knowledge of school and local laws (including search and seizure).
5. Valid driver's license.
6. Basic First Aid knowledge preferred.
7. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

Physical Requirements:

Sitting and/or driving for long periods of time, standing and/or walking for long periods of time, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, moving light furniture and/or equipment, walking several hours per day in hallways and outside. Must be able to work in heat and cold (outside seasonal temperatures).

Safety and Health Requirements:

1. General knowledge of safety in operation of motor vehicle.
2. Knowledge of universal hygiene precautions.
3. Knowledge of basic first aid and CPI training.

Work Environment:

Work may be performed outside in seasonal temperatures. Work is performed during both daylight and night hours. Flexibility and patience are required. May have to work with ropes, chains, locks, pylons, and gates that need to be moved or carried to secure areas. Must be self-motivated and able to complete job assignments without direct supervision. Must be able to work under stressful conditions.

Special Instructions:

No firearms will be authorized or carried at any time in the performance of these duties.

Terms of Employment:

Salary and work year to be established by the Superintendent and School Board.