



San Benito Consolidated Independent School District

Human Resource Office

240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title: Security Guard

Exemption Status: Non-Exempt

Reports to: Chief of Police

Pay Grade: 03

Works with: Students/District Personnel

Days: 187/260

Dept. /School: Assigned Campus

Date Revised: 9/23/2020

Primary Purpose:

Under general supervision, provide security and protection for students, staff and visitors and prevents property loss due to theft or vandalism.

Prerequisites:

- High School Diploma or GED; and
- Clear and valid Texas driver's license.

Special Knowledge/Skills:

- Ability to clearly and accurately record information
- Ability to follow verbal and written instructions
- Ability to work effectively with youths and adults
- Ability to communicate effectively (verbally)

Major Responsibilities and Duties:

1. Patrol assigned campus. Monitor student behavior and enforce school rules related to student conduct, vehicle operation, and parking.
2. Resolve conflict or confrontation between students and report disturbances to principal or assistant principal.
3. Control traffic and parking on campus grounds during school hours and at after hours events.
4. Register student vehicles and maintain accurate records of registration.
5. Work cooperatively with office personnel to inform students of problems with vehicles (i.e., improperly parked, lights on, etc.)
6. Assist law enforcement personnel as needed.
7. Notify police, fire department, or other appropriate authority of any situation requiring immediate attention.
8. Give directions or act as a guide to authorized visitors.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: District vehicle, two-way radio, alarm system and other security equipment, fire extinguisher, and standard office equipment including computer and peripherals

Posture: Prolonged sitting and standing

Motion: Strenuous walking and climbing stairs; occasional keyboarding and use of mouse, moderate driving

Lifting: Moderate lifting and carrying (15–44 pounds)

Environment: Work inside and outside (moderate exposure to sun, heat, cold, and inclement weather); moderate exposure to noise and vehicle exhaust; frequent districtwide travel.

Other: Specific hearing and visual requirements; may be subject to adverse and hazardous working conditions, including violent and armed confrontations; ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously

Mental Demands: Maintain emotional control under stress; prolonged hours

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____

Date _____

Administrator Signature: _____

Date _____