



## POSITION DESCRIPTION

**Job Title:** Elementary Safety Guard  
**Reports to:** Director of Business Services  
**Hours/Position:** Part-time, non-exempt

### Position Overview:

The Safety Guard will help maintain a safe, secure, and welcoming environment for students, staff, and visitors. This role plays a vital part in supporting the school's mission and values by ensuring the physical safety of our campus and community.

### Key Responsibilities:

- Conduct regular patrols of school property and monitor surveillance systems to prevent unauthorized entry, detect suspicious activity, and ensure overall safety
- Monitor school entrances, exits, and grounds to maintain security during school hours and events
- Greet and screen visitors, ensuring proper check-in procedures are followed
- Use communication devices (e.g., radios) to maintain clear and concise contact with staff, management, and emergency services
- Respond promptly to incidents, emergencies, or disturbances, and report them to administration and/or local law enforcement
- Inspect security systems and collaborate with law enforcement when necessary
- Assist with traffic and parking control during drop-off, pick-up, and school events
- Maintain accurate logs and reports of daily activities and incidents
- Support emergency drills and safety protocols in coordination with school leadership
- Support emergency procedures as directed by school administration
- Collaborate with faculty, staff, and local law enforcement when necessary
- Uphold the values and respectful atmosphere of a Catholic school community
- Use communication devices (e.g., radios) to maintain clear and concise communication with staff, management, and emergency services.
- Inspect security systems and collaborate with law enforcement when necessary
- Support emergency drills and procedures as directed by school administration
- Perform additional duties as necessary

### Qualifications:

- High school diploma or equivalent required
- Prior experience in security, law enforcement, or school safety preferred
- Excellent observational skills to detect potential threats or irregularities.
- Strong communication skills
- Ability to remain calm and act quickly in emergency situations
- Sound decision-making capabilities to handle diverse situations calmly and professionally.
- Patience and the ability to handle difficult individuals or situations with professionalism.
- Must pass background checks and any required safety certifications

### Working Conditions:

- May require standing or walking for extended periods
- Indoor and outdoor duties in varying weather conditions
- Flexible hours may be required for evening or weekend events

*I accept the above responsibilities and by signature indicate my willingness to enthusiastically participate in the implementation of the faith community. I can perform the above duties with or without reasonable accommodations.*

Signature: \_\_\_\_\_