



Job Description: Security/Maintenance Support

"Discipling young people to make a difference in their world"

Job Classification:	Central Services
Provisional Period:	Yearly contract based on annual evaluation
Department:	District-wide
Assignment Category:	Negotiable

Job Description Summary:

The Security Guard/Maintenance Support role shall assume responsibility for the security, safety and well-being of all students, personnel, visitors and school campuses. This is a support role to both campus security and maintenance.

Ministry Description Summary:

He/she has a calling in his/her heart to serve God as a staff member; who is assured of his/her personal worth and professional competence, both being in balance with the Scriptures; who leads a consecrated life before the Lord, co-workers, and students, and is a committed follower of Jesus Christ. He/she shows a high degree of professionalism and responsibility in the fulfillment of his/her duties as a staff member of DCS.

Objectives:

- Support the daily cleanliness and orderliness of each campus.
- Provide intentional visibility and interaction with the DCS community
- Provide security recommendations and considerations to the Head of Schools for continual school security improvements
- Manage the security plan for each campus
- Enforce school safety policies and practices

Security Specific Duties:

- Support each primary Security Guard with the following:
 - Be present and monitor events and games as needed.
 - Monitor restraining orders
 - Monitor parking lots
 - Site security assessment and recommendations
 - Identify and report incidents
 - Respond to emergencies and provide assistance as necessary
 - Remain in compliance with local, state and federal regulations
 - Participate in continual professional development training
- Serve as a substitute for primary Security Guards when they are off campus
- Security System:
 - Security cameras are sub-contracted

Safety Specific Duties:

- Monitor safety conditions of facility
- Install, repair and maintain fire and safety equipment
- Inspection:

- Safety equipment
- TFD yearly inspections
- Emergency lights
- Locks
 - Locksmith contracts/requests

Performance Standards/Skills required:

- Greatest need is consistency and rapport
- Model Godly character, patience, grace, and love
- Knowledge of security operations and procedures
- Good verbal and written communicator
- Strong interpersonal skills
- Decisive/taking initiative
- Problem solver
- Orderliness
- Responsibility
- Determination
- Loyalty: to God, others in authority, and those following his/her leadership
- Proficient in basic computer skills for Word, Excel, Publisher, RenWeb
- Able to utilize keyboard-driven equipment such as computers, calculators, etc.
- Able to operate office equipment such as fax machine, intercom, copy machines, etc.
- Able to operate multiplex phone system 1
- Requires manual dexterity – able to open/close safety doors, operate light switches, door locks & file cabinet drawers
- Writes clearly with all conventional writing tools
- Vision and hearing in normal range (with or without correction)
- Able to access all school areas without difficulty
- Able to lift objects weighing up to 20 pounds (boxes of paper, school equipment)
- Completes individual assignments in a timely manner

Job Factors:

- **Minimum education/certification required:**
 - High School diploma required
 - B.A./M.A. preferred
 - Security training required
 - School security training preferred
- **Minimum experience level required:**
 - Documented security experience required
 - 5 years' experience preferred
- **Reports to:**
 - COO
 - Primary Security and Maintenance Personnel
 - Division Principals
- **Internal/External Contacts:**
 - DCS employees, students, parents, vendors, and guests district-wide