

SCHOOL DISTRICT OF DESOTO COUNTY

NIGHT SECURITY (PART-TIME)

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge

- Basic security principles and safety protocols
- School district policies, student conduct expectations, and visitor procedures
- Emergency response practices (fire, medical, lockdown, severe weather)
- Conflict de-escalation and situational awareness techniques

Skills

- Strong verbal and written communication
- Active observation and quick identification of potential safety concerns
- Positive relationship-building with students, staff, and community members
- Conflict resolution and problem-solving abilities
- Calm decision-making under pressure
- Accurate documentation of incidents and daily activities
- Operation of security-related equipment (radios, surveillance monitoring, access control systems if applicable)

Abilities

- Maintain professionalism and sound judgment in sensitive situations
- Enforce rules consistently while remaining approachable and respectful
- Work independently with minimal supervision
- Respond quickly to emergencies and changing circumstances
- Patrol and remain alert for extended periods indoors and outdoors
- Maintain a friendly, supportive presence to encourage a safe school climate

REPORTS TO:

Principal or designee

JOB GOAL

To maintain a safe, secure, and welcoming school environment. This role supports students, staff, and visitors by monitoring campus activity, enforcing safety protocols, and responding to incidents in accordance with school district policies.

SUPERVISES:

N/A

NIGHT SECURITY (PART-TIME) (Continued)

PERFORMANCE RESPONSIBILITIES:

Essential Duties

- * (1) Monitor entrances, exits, hallways, and designated campus areas to ensure student and Staff safety
- * (2) Greet and screen visitors in accordance with school check-in procedures
- * (3) Assist with arrival and dismissal supervision, including traffic and crowd control
- * (3) Conduct regular safety checks of doors, gates, and facilities
- * (4) Respond calmly and effectively to emergencies, conflicts, or safety concerns
- * (5) Document and report incidents to school administration
- * (6) Support the enforcement of school rules, district policies, and safety plans
- * (7) Provide positive, professional interactions with students and staff
- * (8) Assist with safety drills (fire, lockdown, severe weather, etc.)
- * (9) Work collaboratively with local law enforcement when necessary

Professional Responsibilities

- * (10) Demonstrate initiative in the performance of assigned responsibilities.
- * (11) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- * (12) Ensure adherence to good safety standards.
- * (13) Model and maintain high ethical standards.
- * (14) Keep supervisor informed of potential problems or unusual events.
- * (15) Use effective, positive interpersonal communication skills.
- * (16) Respond to inquiries and concerns in a timely manner.
- * (17) Follow federal and state laws as well as School Board policies, rules and regulations.
- * (18) Demonstrate support for the school district and its goals and priorities.
- * (19) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- * (20) Demonstrate initiative in identifying potential problems or opportunities for improvement
- * (21) Maintain confidentiality regarding student information and school/workplace matters.
- * (22) Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

COMPENSATION:

\$20.00 hourly w/retirement

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.