CATASAUQUA AREA SCHOOL DISTRICT

Security

School Security Guard

Assignment: District Level Assignment
Department: Security
Reports to: School Safety and Security Coordinator

Position Definition: School Security Guard is a 10-month year-to-year part-time unarmed position directly responsible to the School Safety and Security Coordinator. The main responsibility is to provide routine safety and security services, but the employee does not exercise police powers. The School Security Guard protects students and staff members from harm while on school premises, and protects school-owned property from loss or damage caused by anti-social acts. The School Security Guard works three days per week, four hours per day, at times established at hiring or agreed from time-to-time by the district and the employee, and such additional hours as may be agreed by the district and the employee. The duties include, but are not limited to, the following:

Essential Duties and Responsibilities

- ► School safety support services.
- ► Enhanced campus supervision.
- ► Assistance with disruptive students.
- ► Monitoring visitors on campus.
- ► Patrolling assigned buildings, grounds, and halls to prevent fire, theft, vandalism, and unauthorized entry.
- ► Confronting unauthorized persons for identification, routing, and/or assistance, or calls police for assistance.
- ► Responding immediately to all requests for assistance in emergency or conflict situations.
- ► Making reports of security incidents and violations.
- ► Coordination with law enforcement officials, including school police officers and school resource officers.
- ► Security functions, which improve and maintain school safety.
- ► Any other duties and/or responsibilities assigned by the supervisor.

Qualifications

Education/General Skills

- ♦ Successful completion of training for school security personnel in accordance with the standards approved by the Pennsylvania Commission on Crime and Delinquency and with a provider approved in accordance with School Code § 1315-C. This must be completed before employment commences.
- ♦ Education level minimum equal to a high school diploma or GED.
- ♦ Ability to follow written and oral instructions.
- ♦ Possession of excellent interpersonal skills, demonstrated by patience, understanding, and congeniality.
- ♦ Ability to remain calm and composed under pressure and handle challenging situations professionally.
- ♦ Ability to work harmoniously and effectively with staff members, students and the community.
- ♦ Ability to work independently in assigned settings and in a team environment.
- ♦ Ability to organize, plan, and manage job responsibilities in order to complete assignments with minimal supervision.
- ♦ Ability to maintain complete confidentiality.

Reasoning Ability

- ♦ Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized and non-standardized situations.

Language Skills

- Ability to read and interpret documents such as safety rules and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before individuals and employees of the organization and members of the community. Must be able to speak, read, write, and understand the English language.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, bend, stoop, kneel, walk, climb stairs, talk, and hear, and for prolonged periods of time. Speaking and hearing ability must be sufficient to communicate effectively by phone or in person at normal volumes. The employee frequently is required to use hands to handle or feel and reach with hands and arms. The employee is occasionally required to run and lift or move items weighing up to 40 pounds. The employee is regularly required to use a phone and a computer. The employee must be able to intervene in physical confrontations and disruptions and detain offenders when necessary. The employee must be able to independently ambulate in and around school, buildings and operations areas and to travel to and from work areas without employer support. Specific vision abilities required by this job include vision adequate to read correspondence, computer, screens, forms, etc., distance vision, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level and temperature in the work environment is usually moderate with occasional temperature variations due to non-climate controlled areas.