

**SURRY COUNTY PUBLIC SCHOOLS  
SECURITY GUARD  
JOB DESCRIPTION**

Job Title: Security Guard  
Salary Index: .44  
Reports to: Principal  
FLSA Status: Non-Exempt

**SUMMARY**

Assists in the maintenance of a safe school environment for students and staff.

**ESSENTIAL DUTIES and RESPONSIBILITIES include the following. Other duties may be assigned.**

- Patrols and supervises hallways, restrooms, entrance ways, and boiler room.
- Patrols buildings and grounds to prevent fire, theft, vandalism and illegal entries.
- Keeps building clear of people not on official school business.
- Assists visitors by giving directions and needed explanations.
- Takes school rule offenders to school authorities.
- Makes written reports as requested by authorities.
- Assumes traffic and parking lot responsibilities as assigned by the principal.
- Assists as directed by the school authorities in stopping disturbances and undue distractions in the school and on the school grounds.
- Confers with the principal on matters of concern.
- Assists law enforcement officers as directed by the principal.
- Attends safety and other meetings as requested by the superintendent.
- Performs other such tasks as may be assigned by the superintendent and principal.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

High school diploma or one to two years related experience and/or training; or equivalent combination of education and experience.

**SKILLS and ABILITIES**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Ability to write routine reports and correspondence.  
Ability to speak effectively before groups of employees.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **CERTIFICATES, LICENSES, REGISTRATIONS, SPECIAL SKILLS**

In accordance with applicable laws. Must hold the State School Security Officers Certificate.

### **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 stand; walk; use hands and fingers, handle, or feel and talk or hear. The employee frequently is required to stand, sit, and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, depth perception, 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 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 occasionally exposed to moving mechanical parts. The noise level in the work environment is moderate.

