



SECURITY GUARD

Department: Operation and Maintenance

Pay Grade: 102

FLSA Status: Non-Exempt

GENERAL PURPOSE

Provides safety for staff, students, and all authorized school occupants by patrolling school property, preventing unauthorized visitors from accessing the facilities, and monitoring high-activity areas.

ESSENTIAL JOB FUNCTIONS

- 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.

EDUCATION AND EXPERIENCE REQUIREMENTS

- High school degree required.
- Two (2) years of experience preferred.
- State School Security Officers Certificate required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of school, state, and federal laws and codes.
- Knowledge of school safety protocol.
- Skill in detecting criminal behavior.
- Skill in detecting unauthorized or suspicious visitors.
- Skill in working in large groups of students and adults.
- Skill in maintaining order in large groups.

- 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.
- 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.
- Ability to act decisively in crisis situations.

Ability to maintain composure under pressure. **WORKING CONDITIONS**

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise and light levels in the work environment are usually quiet. Employee is expected to operate outside and inside of the facilities. Weather ranges from temperate to inclement. Indoor conditions are mild.

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. Employee must walk and stand for entirety or majority of the work day. The employee may need to work after-hours. Employee must be able to lift up to 40 pounds, stoop, bend, sit, walk, run, handle, and use sight, hearing, and touch.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. As every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may reasonably be considered incidental in the performing of their duties as though they were included in this job description.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Employee Signature

Date

Supervisor (or HR) Signature

Date