



## JOB DESCRIPTION

Non-Exempt

POSITION TITLE: Security Guard

DEPARTMENT: Physical Plant

**PURPOSE:** Promotes and provides proactive security services to effectively provide for the safety and welfare of students, staff, and visitors while on campus; monitors entrances/exits and the campus; assures student compliance with school rules and procedures; and communicates information in response to inquiries. Provides a positive role model for students and promotes positive relationships with students.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Controls the entrances and exits of visitors, students, and employees; meets and greets students, staff, and public in a positive manner.
2. Monitors various areas of school grounds using multiple security cameras; maintains an awareness of vehicles entering and leaving school grounds.
3. Watches for disturbances, fights, unauthorized visitors, or criminal activity. Assesses danger and calls for assistance if necessary. Intervenes to halt or prevent fights, disturbances or other incidents and diffuse threatening or confrontational situations between students or others. Helps to ensure order is restored and students are unharmed.
4. Communicates school policies and enforcement procedures to students, personnel, and visitors for the purpose of ensuring their understanding and the potential consequences of violation.
5. Assists authorized visitors and directs to proper personnel/department.
6. Confronts unauthorized persons for questioning; routes or detains them; issues trespass warnings to individuals on school property for non-legitimate reasons; calls for assistance as needed.
7. Warns violators of rule infractions; notifies HPD of persons engaging in suspicious or criminal acts.
8. Reports any inappropriate activities or unauthorized persons on or around campus to appropriate personnel.
9. Monitors students and visitors.
10. Escorts students as may be required for the purpose of ensuring students are at appropriate location.
11. Responds immediately to reports of drugs, weapons, or other emergencies in the school.
12. Assists teachers and administrators, making sure that safe and courteous conduct is observed.
13. Establishes and maintains satisfactory, respectful working relationships with the school environment.
14. Controls disturbances and defiance of authority as may be required; may also be required to control nearby classroom disturbances.
15. Resolves student conflicts and/or fights in a safe and professional manner; makes referrals involving student misconduct or duress as appropriate.
16. Maintains complete, accurate, and legible records related to assigned activities.
17. Maintains a commitment to ongoing professional development; participates in professional organizations as well as various committees related to school safety.
18. Adheres to a high level of safety practices.

19. Assists teachers and administrators in the direct supervision of students for the purpose of ensuring compliance with school policies and procedures relating to the student behavior code.
20. Assists other personnel as may be required for the purpose of ensuring a safe, efficient, and effective work and learning environment.
21. Testifies at district or judicial proceedings as needed.
22. Maintains an attractive and comfortable work area.
23. Additional duties are performed by the individual holding this position and additional duties may be assigned.

**SUPERVISORY RESPONSIBILITIES:**

None

**QUALIFICATION REQUIREMENTS:** *The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.*

**Education, Experience, and/or Certification**

1. Minimum of three years experience in a law enforcement-related field.
2. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
3. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

**Communication Skills**

1. Ability to write reports and correspondence consistent with the duties of this position.
2. Ability to communicate clearly and concisely in a diverse setting both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
3. Ability to read, analyze, and interpret information.
4. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
5. Displays courtesy, tact, and respect when dealing with others.

**Reasoning Ability**

1. Ability to interpret and apply a common sense understanding to a variety of instructions and information furnished in written, oral, diagram, or schedule form.
2. Ability to quickly and objectively identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.

**Other Skills and Abilities**

1. Maintains appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
4. Ability to learn and properly utilize equipment especially as equipment is upgraded.
5. Ability to learn and upgrade job skills in order to meet changing demands of the position.
6. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent

7. interruptions, and perform duties and tasks at expected levels of professionalism.
8. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
9. Ability to work independently with minimum supervision.
10. Ability to use independent judgment and demonstrates initiative to act without being asked.
11. Ability to use appropriate measures to protect self or others in adverse situations.
12. Basic procedural understanding of criminal law and criminal procedures with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the seizure and preservation of evidence.
13. Understanding of and skill at applying basic interview techniques, vehicle operations and safe driving practices, standard broadcasting procedures, and crowd, vehicle, and pedestrian control.
14. Ability to administer first aid in emergency situations.
15. Sensitive to cultural differences among individuals and groups of persons.
16. Sufficient human relation skills to resolve confrontation, affect behavior of others, and convey a positive image of the district.
17. Ability to observe accurately, recalling faces, names, descriptive characteristics, and facts of incidents and places.
18. Basic knowledge regarding youth, social issues, and the criminal justice system.
19. Knowledge of the court system and presentation of evident in court proceedings.

**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.*

While performing the duties of this job, the employee is regularly required to stand and walk for extended periods of time; climb stairs; run, sit, climb and/or balance; stoop; kneel; crouch; crawl; use hands to finger, handle, or feel and reach with hands and arms. Ability to listen more closely and acutely than normal daily life to accurately perceive information. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to discern colors and work in a night setting. Employee must maintain appropriate physical standards including agility, physical strength, and stamina in order to respond to emergency situations, lift, and push or pull individuals or objects weighing up to 75 pounds.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

While performing the duties of this job, the employee may experience potential hazardous and dangerous situations involved in intervening in anti-social, illegal, or violent behavior. Work is performed indoors and outdoors where safety and health considerations exist from weather extremes, physical effort, and dangerous incidents. The noise level in the work environment is usually moderate.

**ACKNOWLEDGMENT:**

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_