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| Job Title:        | <b>SECURITY GUARD</b>                                                                                                                                                                                                                                                                                                                                                                                             | Reports to:        | <b>Safety and Security Coordinator</b> |
| FLSA status:      | <b>Non-Exempt</b>                                                                                                                                                                                                                                                                                                                                                                                                 | Supervisor duties: | <b>none</b>                            |
| Classification:   | <b>Classified</b>                                                                                                                                                                                                                                                                                                                                                                                                 | Approved on:       | <b>10/13/2020</b>                      |
| Position Summary: | This position is responsible for maintaining order and discipline, preventing crime, investigating student violations of school board policies, and detaining students violating the law or school board policies on school property or at school-sponsored events and is responsible solely for ensuring the safety, security, and welfare of all students, faculty, staff, and visitors in the assigned school. |                    |                                        |

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Works cooperatively and maintains effective relationships with students, parents, district personnel and the general public, as is applicable to the position.
- Responds with tact and courtesy in public contact situations and provides information requiring a knowledge of district policies and procedures.
- Patrols and supervises parking lots, school grounds and such other areas as directed.
- Performs such security duties as may be assigned.
- Keeps area and building clear of people not on official school business.
- Assists visitors by giving directions and need explanations.
- Reports rule offenders to school authorities.
- Assumes fire alarm responsibilities as assigned.
- Assumes traffic and parking lot responsibilities as assigned.
- Assists, as directed by school authorities, in stopping disturbances and undue distractions in the school and on the school grounds.
- Confers with the Safety and Security Coordinator on security matters.
- Assists law enforcement officers as directed.
- Attends safety and other meetings as requested.
- Installs and maintains speed bumps in the parking areas.
- Other duties as assigned

**KNOWLEDGE, SKILLS & ABILITIES:**

- Strong organizational and interpersonal skills dealing with a diverse range of people.
- Ability to communicate effectively verbally and in writing.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members.

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- High School diploma or equivalent, preferred
- Neat appearance and good physical condition to perform job essential functions
- Demonstrated aptitude for successful completion of tasks assigned
- One year related training and/or security experience.

**Computer Proficiency:** Google Suite

**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 the 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 required to reach with hands and arms. The employee is frequently required to climb, sit, stand, bend, walk and operate foot controls simultaneously. The employee would be required to lift up to 50 pounds safely.

**WORK ENVIRONMENT:**

Indoors and outdoors, with exposure to all weather conditions and temperatures. Exposure to all types of traffic conditions. Exposure to noise, dust, gas and fumes. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students and public.

*Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.*