



J. Sterling Morton High School District 201  
HUMAN RESOURCES OFFICE

**JOB DESCRIPTION**

**TITLE:** SECURITY 10-MONTH FULL-TIME

**QUALIFICATIONS:**

1. Possess a high school diploma or equivalent
2. Demonstrated interest in and understanding of high school students
3. Ability to develop rapport with students and faculty
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Supervisor of Security and/or Building Administrator

**JOB GOAL:** To assist students and teachers by maintaining a safe, secure environment so that students may receive the greatest benefit from their educational opportunities.

**PERFORMANCE RESPONSIBILITIES:**

1. Assists in supervising the interior of the building including halls, instructional areas and stairways.
2. Assists in supervising the cafeteria during all café hours.
3. Supervises study halls and in-school suspensions, and performs all related activities including but not limited to recording attendance and developing an atmosphere conducive to studying.
4. Conducts frequent unscheduled inspections of washrooms and other areas of the building.
5. Assists in administering the building passes and identification program for students, teachers and visitors.
6. Assists in enforcing the student behavior code.
7. Monitors parking areas and other outside school areas.
8. Maintains communication with all staff departments such as maintenance, deans, cafeteria, administration, and nurses.
9. Monitor security cameras.
10. Assigns lockers and maintains lockers as necessary.
11. When necessary make sure doors and windows are either locked or unlocked as appropriate.
12. Performs such other tasks related to his job as assigned by the Administration, Supervisor of Security.

**TERMS OF EMPLOYMENT:**

10-months

**RATE OF PAY:**

The salary as listed in the Agreement between J. Sterling Morton High School and the Support Staff Association.

**HOURS:**

Monday – Sunday, 8 hours during one of the following time periods:

- 1<sup>st</sup> Shift: 6:00 a.m. – 6:00 p.m.
- 2<sup>nd</sup> Shift: 2:30 p.m. – 11:00 p.m.
- 3<sup>rd</sup> Shift: 10:30 p.m. – 7:00 a.m.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the provision of the Board's policy on evaluations.