



J. Sterling Morton High School District 201  
HUMAN RESOURCES OFFICE

**JOB DESCRIPTION**

**TITLE:** **SECURITY – PART TIME SUPERVISION COVERAGE**

**QUALIFICATIONS:**

1. High School Diploma
2. Demonstrated interest in and understanding of high school students.
3. Good physical health
4. Ability to develop rapport with students and faculty.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Supervisor of Security, Assistant Principal

**JOB GOAL:** To assist students and teachers as assigned by the Security Supervisor and/or Administration, in order that each student may receive the greatest benefit from their educational opportunities.

**PERFORMANCE RESPONSIBILITIES:**

1. Assists in supervising corridor security.
2. Assists in supervising the cafeteria during all cafe hours.
3. Supervises study halls/LAC and performs all the related activities including but not limited to recording attendance and developing an atmosphere conducive to study.
4. Conducts frequent unscheduled inspections of washrooms and other areas of the building.
5. Assists in administering the building pass and identification program for students, teachers, and visitors.
6. Assists in enforcing the schools student behavior code.
7. Monitors parking area.
8. Performs such other tasks as assigned by the Principal, Assistant Principal, Deans of Students, or Supervisor of Security.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with the provision of the Board's policy on evaluation of non-certified employees.