



JOB DESCRIPTION

TITLE: 10 Month - Security

QUALIFICATIONS:

- High School Diploma/GED.
- Good communication skills and the ability to work well with students, staff, and the general public.
- Ability to follow oral and written instructions.
- Physical ability to climb stairs, walk extensively, stand for extended periods of time, and lift up to 30 lbs.
- Team-oriented, cooperative, and collaborative.
- Demonstrates tolerance for opposing points of view.
- Works cooperatively as a positive contributor to the team.
- Ability to work indoors and outdoors throughout the year.
- Excellent interpersonal skills.

JOB GOAL:

To assist in a supervisory capacity in the provisions for the security and protection of all students, staff and property.

REPORTS TO: Director of Security & Events

PERFORMANCE RESPONSIBILITIES:

- Circulate in and outside of the building, securing/opening doors as assigned.
- Maintain a proactive presence in hallways and other areas to observe and encourage positive student behavior.
- Supervise students in the cafeteria and throughout the building.
- Complete detailed incident reports as needed.
- Participate in appropriate professional growth activities to enhance job performance.
- Other duties as assigned by building administration.



TECHNICAL SKILLS:

The individual must be proficient in computer usage, word-processing, spreadsheets, presentation and other school-based software.

PHYSICAL REQUIREMENTS:

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 sit, stand, walk, kneel, crouch, stoop, reach, twist, and lift 30 pounds.

TRAVEL REQUIREMENTS:

The individual will need to provide own transportation to district and professional meetings as required.

OTHER SKILLS AND ABILITIES:

Ability to keep regular schedules and perform special tasks as assigned. Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and board policies.

ADDITIONAL DUTIES:

Performs other related tasks and/or duties as assigned by the administration.

SALARY:

Regionally competitive comprehensive salary and benefits package. The final salary for the successful candidate will be negotiated and determined based upon proven experiences, qualifications and meeting the Board of Education's criteria.

APPROVED BY THE BOARD OF EDUCATION: 05/19/2026

FLSA STATUS: Exempt

PERFORMANCE EVALUATION:

Performance will be evaluated pursuant to Board policy.