Security Guard/Officer

Reports To: Building Principal, Assistant Principal

Qualifications: Experience in the security field required. Three or more years as a security personnel in a high school environment. Candidates are required to hold a minimum of a high school diploma. Possess excellent integrity and demonstrate good moral character and initiative. Exhibit a personality that demonstrates interpersonal skills to relate well with individual, staff, administration, parents and the community. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary. Provide evidence that health is adequate to fulfill the job functions and responsibilities.

Responsibilities:

1. Enforce District 206 rules and regulations
2. Monitor the movement of students before, during, and after school. Ensure a smooth traffic flow of individuals through the hallways, assisting individuals with arrival to and from class and to assigned locations.
3. Secure all areas of the school environment. Patrol and monitor hallways, stairwells, toilet facilities, outside facilities, and other public and unsupervised places of the school to ensure the safety and well-being of individuals and staff and the security of the facility.
4. Assist with supervision in the lunch periods and with morning arrival and afternoon dismissal of individuals.
5. Remove disruptive individuals from classes and the premises when needed
6. Assist the professional staff, police, and emergency personnel in handling emergencies or disruptive situations.
7. Assist visitors with directions and secure proper identification.
8. Challenge unauthorized visitors and escort them to exits.
9. Report any discipline infractions, unauthorized visitors, and acts of vandalism to the Administrator.
10. Assist the Administration, staff and individuals as needed.
11. Promote individual responsibility for behavior and attitude by serving as a role model and dressing and grooming professionally.
12. Display ethical and professional behavior in working with individuals, parents, school personnel, and outside agencies associated with the school.
13. Protect confidentiality of records and information about individuals, and use discretion when sharing any such information within legal confines

Evaluation: Performance on this job will be evaluated annually.