



# Cicero School District 99

---

**Job Title:** Part- time Substitute Security Guard (10-month position)

**Reports To:** Director of Security

## Position Summary

To assist students, staff, and visitors by maintaining a safe, secure environment primarily during special events and as a substitute across various shifts. This role supports the Security Department by providing flexible coverage and assisting with a variety of tasks to ensure safety and order throughout District 99 properties.

## Qualifications & Requirements

- High school diploma or equivalent preferred
- Must have a Valid Illinois Driver's License
- Other duties as assigned by supervisor and/or their designee
- Ability and willingness to follow instructions
- Ability to perform duties in public places with a minimum of disturbance to minimize distractions in the educational setting.
- Ability to work effectively with students, staff, and public

## Duties & Responsibilities

- Serve as a substitute security guard, working primarily special events and providing coverage across all shifts as needed
- Assists in supervising the interior of the building including halls, instructional areas and stairways.
- Assists in supervising the cafeteria during all café hours.
- Conducts frequent unscheduled inspections of washrooms and other areas of the building.
- Assists in administering the building passes and identification program for students, teachers and visitors.
- Assists in enforcing the student behavior code.
- Monitors parking areas and other outside school areas.
- Maintains communication with all staff departments such as maintenance, deans, cafeteria, administration, and nurses.
- Monitor security cameras.
- Assist with arrival and dismissal of students, including directing traffic.
- When necessary, make sure doors and windows are either locked or unlocked as appropriate.
- Performs such other tasks related to their job as assigned by the Administration, Supervisor of Security.
- Assists at any of District 99 properties as needed and directed by their Supervisor or their designee.
- Employees must have their own form of transportation to be able to travel between buildings. Mileage to other sites will be reimbursed.
- Performs all other assignments and responsibilities as assigned.

## Working Environment:

Office and diverse school site environments; fast-paced work; constant interruptions; periodic evening and weekend work.



## Physical requirements

The usual and customary methods of performing the job's functions require the following physical demands:

- Must be able to stand and walk for hours at a time
- Must be able to work around students, staff, parents, and the possibility of difficult people
- Must be able to work with minimal supervision
- Occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; stooping, kneeling, crouching, and/or crawling.
- Generally, the job requires 40% standing, 40% walking, 10% running, and 10% sitting.
- Employee must be able to lift and carry 50 pounds

## Terms of Employment

Start Date:	TBD
Hours:	Part-time, flexible scheduling during special events with availability to cover shifts as a substitute
Work Year:	Ten-month position
Compensation:	\$17.64/hour or \$19.64/hour with PERC card
Union:	Non-union position - follows board policy
District Policy:	<a href="#">Policy Book</a>
Benefit Information:	<a href="#">Benefit Information</a>
Exempt Status:	Non-Exempt

All applicants (internal and external) need to complete an online application located on the Cicero School District #99 web site at [www.cicd99.edu](http://www.cicd99.edu).