

**COLONIAL HEIGHTS CITY PUBLIC SCHOOLS
POSITION DESCRIPTION SUMMARY FORM**

TITLE: **SECURITY DESK ATTENDANT- PARAPROFESSIONAL**

QUALIFICATIONS:

High school diploma and aptitude for working effectively with children.
Ability to act quickly and appropriately under extreme stress.
Personal characteristics necessary for working with students, teachers, staff members, administrators, and parents.
Abilities to type, file, maintain records, and operate a computer, two-way radio and video camera program.

REPORTS TO: Principal

SUPERVISES: None

JOB GOAL:

The Security Desk Attendant - Paraprofessional shall have the responsibility to enforce security procedures for the school and enhance the protection of students, staff, parents and other visitors through the early detection of potential threats to safety.

PERFORMANCE RESPONSIBILITIES:

1. Actively monitor the main school entrances and video camera input for any suspicious, non-routine behavior on school grounds to enhance the early detection of threatening behavior.
2. Quickly identify and report abnormal behavior or potential threat related behavior from camera feeds, other observations or by any other means such information is received.
3. Assist the professional staff, police, and emergency personnel in handling emergencies or disruptive situations by activating emergency response capabilities.
4. Maintain security procedures and visitor sign-in, sign-out, and escort procedures. Assist visitors with directions and secure proper identification. Challenge unauthorized visitors and escort them to exits and immediately report the incident to the Principal and other appropriate staff.
5. Greet all visitors reporting to the school and require appropriate identification for anyone entering the school property to ensure the safety and well-being of students and staff and the security of the facility.
6. Ensure a smooth traffic flow of students through the hallways, assisting students with on-time arrival to class and to assigned locations.
7. Encourage and ensure that school division staff to wear identification badges.
8. Report any discipline infractions or acts of vandalism to the Principal.
9. Performs other related tasks as assigned or required.

- TERMS OF EMPLOYMENT:** 10-month contract, Paraprofessional III Salary schedule as approved by the School Board.
Contract based on 191 days, 6.75 hours
- PHYSICAL REQUIREMENTS:** Involves limited physical tasks including lifting, and may involve operation of equipment such as computer, copier, overhead projector, two-way radios, emergency response systems, etc.
- EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the School Board's policy on Evaluation of Personnel.