



NILES TOWNSHIP HIGH SCHOOL DISTRICT 219

7700 Gross Point Rd
Skokie, IL 60077
847-626-3000
www.niles219.org

Campus Safety and Security (600 Hour) Team Member

REPORTS TO: Safety and Security Supervisor

POSITION OBJECTIVE: The D219 Campus Safety and Security Team (600 Hour) Team member is responsible for maintaining a safe and secure environment for students, staff, and visitors. Campus Safety and Security Team members support positive student behavior, address misconduct, manage traffic and crowd control, and provide a proactive and visible presence throughout the school. This position requires strong interpersonal skills with students, staff, parents, and community members, and the ability to stay calm under pressure.

MINIMUM QUALIFICATIONS:

- Possess a valid Illinois Driver's License and ability to operate a motor vehicle is required.
- Obtain certification, or completion of training, for the purpose of physically restraining students if necessary and appropriate Crisis Prevention Intervention (CPI) training.
- Upon being hired, provide medical certification of physical ability to perform job duties such as standing, running, talking, hearing, seeing, smelling, lifting, carrying, pushing and pulling as circumstances require.
- Ability to work both indoors and outdoors and in areas of high noise levels within OSHA standards and consistent with federal, state and local guidelines.
- Comfortable using standard business technology.
- People-oriented public safety or equivalent experience in school safety.

ESSENTIAL FUNCTIONS:

Presence, Supervision, and Assistance

- Maintain a consistent, proactive, visible, mobile, and engaged presence throughout the building, including assigned posts, doors, halls, and bathrooms.
- Carry and effectively operate a two-way radio according to district protocols.
- Effectively maintain order and supervise students in cafeterias, parking areas, and other common areas.
- Act with authority and maintain a calm, controlled demeanor in stressful situations.
- Interact proactively and appropriately with students and visitors according to district protocols.
- Understand responsibilities and maintain coverage at assigned post locations unless authorized to leave.
- Accept changes to daily post locations and short-term changes in scheduled work hours.
- Assist with supervision and monitoring during key school periods such as the start/end of the school year and summer programs.
- Assist with end-of-school year, summer, and beginning-school-year supervision/monitoring including: locker combinations, textbook distribution, residency,



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fee waiver, summer school.

- Operate a district vehicle with automatic transmission for campus patrol duties.

Visitor & Communication Management

- Greet and screen all visitors to the building, instructing them on proper ID procedures (lanyards, badges, etc.).
- Effectively utilize the current technology systems and procedures to screen all visitors, substitutes and other individuals who are entering and exiting the school building.
- Collaborate with the Associate and Assistant Principals' Office, Buildings and Grounds, and Main Office on all security procedures and main entrance door access.
- Answer, screen, and route phone calls not handled by the automated system, including processing voicemails and tip lines.
- Coordinate event and visitor calendar management with Safety Supervisor, including deliveries and outside guests.

Emergency & Safety Response

- Function as a primary responder in alignment with the District's emergency operations plan.
- Maintain certifications in CPR, AED, and "Stop the Bleed"; obtain CPI certification for student restraint when necessary.
- Communicate effectively with staff, students, emergency personnel, and parents during safety or emergency events.
- Facilitate communication with the Safety Team Supervisor and as necessary, with the District Safety Director, Principal, Assistant and Associate Principals' Offices during emergency events, including specific locations to direct first responders (police and fire).

Traffic & Event Management

- Manage campus traffic and parking daily and during special events.
- Manage traffic on adjacent public streets when trained and approved by local police.
- Maintain order, supervise students, and manage pedestrian and vehicle traffic at events such as graduation and other major school events.
- May be required to work extended hours after requests of volunteers have been exhausted.

Documentation & Policy Enforcement

- Enforce student handbook, district policies, and procedures after receiving district-provided training.
- Complete paperwork and documentation regarding student misconduct and other incidents.
- Collaborate with Associate Principals' Office, Buildings and Grounds, and Main Office on school security procedures.



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- Personal use of computers, cell phones, tablets, or reading material is prohibited unless otherwise approved by the supervisor.
- Ability to work independently and collaboratively to make quality judgments that meet the needs of the school community.
- Communicate concerns or questions effectively to a supervisor and provide constructive feedback.
- Must attend scheduled designated mandatory training and professional development.

REQUIRED SKILLS:

- Strong communication skills
- Ability to work collaboratively as part of a team
- Ability to work effectively with all members of the community
- Ability to maintain confidentiality and demonstrate professional discretion
- Strong organizational and recordkeeping skills
- Ability to prioritize tasks and work independently
- Ability to effectively use appropriate equipment necessary for this position
- Knowledge of computer hardware & software used in this position
- Positive youth development skills in direct mentoring, coaching or counseling of teenagers

EDUCATION:

- Possesses at a minimum: A high school diploma or general education degree (GED).
- Experience with working with youth/adolescents highly preferred

PHYSICAL DEMANDS: The Campus Safety and Security Team Member must be able to perform physical tasks associated with maintaining the security and safety of the campus. This includes walking and standing for extended periods while patrolling the school grounds, both indoors and outdoors. The role requires the ability to move quickly in response to emergencies, which may involve climbing stairs, running, or navigating various campus environments. The Campus Safety and Security Team Member may need to lift or move objects up to 25 pounds as part of daily duties, such as securing equipment or assisting in setting up security devices. The job also demands the ability to remain alert and attentive to various physical environments, including monitoring surveillance systems and conducting visual inspections of the school grounds. Occasional physical exertion may be required during emergency situations or when responding to incidents. The Campus Safety and Security Team Member must be able to work



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in varying weather conditions, including extreme heat, cold, or rain, while ensuring the safety of the campus.

WORK ENVIRONMENT: The work environment for the Campus Safety and Security Team Member is primarily based within a respective building and across its campus, with occasional travel to additional D219 locations. While the role involves managing security operations from a central location within the building, it also requires overseeing the security personnel and coordinating safety procedures across various areas of the school, including hallways, classrooms, parking lots, and outdoor spaces. The Campus Safety and Security Team Member will collaborate closely with the Campus Safety and Security Team, the District Director of Safety of Security, the Supervisor of Safety, building staff, and local law enforcement to implement and maintain security protocols. The position may involve exposure to varying weather conditions when overseeing outdoor areas during scheduled walkthroughs or emergency responses. The role also requires overseeing security technology systems and ensuring their effective functioning. Noise levels within the security office are generally moderate, with higher noise during school events and activities. The Campus Safety and Security Team Member must be prepared to manage emergency situations across the entire campus, ensuring a safe and secure environment while coordinating responses from both administrative and security teams.

TERMS OF EMPLOYMENT: Part-Time Temporary/ Hourly employee with irregular or extended work hours including evenings and weekends.

SALARY RANGE: \$25.25/ hr
\$3/hr differential for qualifying first responder experience

Apply online at: www.niles219.org

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Niles Township High Schools District 219 is an equal-opportunity employer. It is the policy and practice of District 219 to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. District 219 ensures equal employment opportunities regardless of race, creed, sex, sexual orientation, color, national origin, religion, age, or handicap.



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The District has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making an application for an opening should contact the Assistant Superintendent for Human Resources.