



GLENBROOK HIGH SCHOOL DISTRICT 225  
3801 W LAKE AVENUE  
GLENVIEW, IL 60026

## **Security Assistant Job Description**

Department:	Safety and Security
Location:	GBN/GBOC/GBS
FLSA Status:	Non-Exempt
Retirement System:	IMRF
Term:	188.5 Work Calendar
Group Classification:	GESEA - Security
Wage Classification:	Category I
Supervisor:	Safety and Security Manager

### **Position Summary**

The Security Assistant is responsible for student safety, security, and addressing student behavior. Security Assistants proactively engage with students, staff, and visitors to promote a sense of safety and security. Security Assistants provide a proactive and visible presence in the halls, cafeterias, and campus locations while maintaining a firm but pleasant demeanor with the student body. The position requires strong and positive communication skills with students, staff, parents, and community members.

### **Education and/or Experience and Qualifications**

1. Possesses, at a minimum, a high school diploma or general education degree (GED).
2. Experience working with adolescents preferred.
3. Experience related to emergency or crisis response preferred.
4. A valid driver's license is required.

### **Essential Functions**

1. Maintain a consistent, proactive, visible, mobile, and engaged presence throughout the campus, including assigned posts and checking doors, halls, bathrooms, etc.
2. Maintain coverage of assigned posts unless in an emergency situation or given authorization by a supervisor.
3. Maintain an engaged presence at the assigned post and refrain from personal use of computers, cell phones, tablets, or reading material unless otherwise approved by the supervisor.

4. Maintain order and supervise students effectively in halls, cafeterias, and locations throughout campus.
5. Ensure that students follow procedures for arriving to and departing from campus.
6. Maintain a calm, measured, and authoritative demeanor in stressful situations.
7. Communicate concerns or questions effectively to a supervisor.
8. Understand responsibilities at each assigned location.
9. Interact appropriately and proactively with students, staff, and visitors according to district procedures.
10. Monitor, report, and escort any staff or visitors not wearing a visible lanyard or clip per district protocols.
11. Function as a primary responder consistent with the District's emergency operations plan.
12. Communicate effectively to all staff, students, parents, and members of the public, including emergency personnel.
13. Carry and effectively operate a two-way radio according to district protocols.
14. Manage traffic and parking on and around the school campus daily and during special events.
15. Utilize trauma-informed practices and de-escalation strategies to prevent and respond to crises, including appropriate verbal and physical intervention techniques in accordance with district training and protocols.
16. Maintain certification in safety and security topics such as Stop the Bleed, CPR, NVC, and AED Certification.
17. Participate in appropriate professional development activities.
18. Understand and enforce the student handbook and district policies and procedures.
19. Complete procedures to report and document student behavior.
20. Operate a district vehicle with automatic transmission for the purpose of patrolling school campus parking lots.

#### **Duties Specific to the Main Entrance:**

1. Effectively utilize the current technology systems and procedures to greet and screen all visitors, substitutes, and other individuals entering and exiting the school building.
2. Accept and notify the proper recipients of deliveries.
3. Answer, screen, and route all incoming phone calls not handled by the automated telephone system, including the routing of overnight voicemails.
4. Review and familiarize oneself with all calendars of events and meetings happening in the building and on school grounds.
5. At GBA, support the Residency and Enrollment Office as needed and approved by the Senior Safety and Security Manager.

#### **Duties Specific to Glenbrook Off-Campus:**

1. Assist with classroom and individual student behavior support under the direction of the certified staff and in alignment with the students' positive behavior support plans or behavior intervention plans.
2. Collaborate with the staff to provide academic, social, and emotional support as

needed.

### **District, School, and Department Culture**

1. Models mutual respect; integrity; professionalism; multicultural awareness; gender, racial, and ethnic equity; and the values, beliefs, and attitudes that inspire others to perform to their highest potential.
2. Recognizes and respects divergent opinions and respects the role of others.
3. Communicates and promotes high expectations for all work performed.
4. Carries out all responsibilities and functions in a professional and ethical manner.

### **Skills Required**

To perform this job successfully, an individual must demonstrate satisfactory performance in each essential duty. The requirements listed below represent the skills and abilities required for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Possess highly developed interpersonal, organizational and problem-solving skills to make sound and proactive decisions with little or no direction.
2. Ability to prioritize daily workload and model flexible, logical, and reflective behavior.
3. Ability to be sensitive and confidential in the management of parents, students, and teachers' needs and issues, displaying diplomacy and tact in all interactions.
4. Ability to speak to the public in person, over the phone, and in writing with integrity and clear direction.
5. Ability to process routine reports and write correspondence.
6. Possess working knowledge in word processing, spreadsheets, database entry, and Google applications.
7. Ability to read and interpret documents such as procedure manuals, operating instructions, school codes and procedures, and data-based reports.
8. Ability to troubleshoot office equipment and minor computer issues.
9. Possess experience with student information systems.

### **Physical Demands**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand, sit, walk, talk, and listen.
- The employee is frequently required to stand, walk, operate office and computer equipment, reach with hands and arms, and frequently repeat actions with the same hand, arm, or finger motion, such as when entering data at a computer.
- Specific vision abilities required by this job include close vision and the ability to adjust focus. In addition, the ability to withstand the long-term use of computer monitors is required.
- The employee may occasionally lift and move up to 50 pounds, such as file boxes.

## Work Environment

The work environment may vary in noise level and be fast-paced with frequent interruptions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

## Retirement System

This position has been determined as an IMRF-qualified position. Participation in IMRF is not optional for employees in positions that meet IMRF qualification standards.

Member and employer contributions are a legal requirement for governmental units participating in IMRF. These contributions are calculated as a percentage of monthly wages. Member contributions are a condition of employment for covered employees and will be deducted when wages are paid.

For more information on IMRF membership and benefits, go to:

<https://www.imrf.org/new-member>

Revised: 3/9/2022 - GESPA/Administration

Revised: 6/16/2024 - Job Description Committee

Revised: 9/12/2024 - Job Description Committee