



HUMAN RESOURCES

JOB TITLE: Security Guard

REPORTS TO: Security Supervisor

DEPARTMENT: School Site

TERM: 12 months

STATUS: Full-Time/Non-Exempt

Position Summary:

Under general supervision the Security Officer shall work with Supervisor and other staff to provide safety of staff, students, visitors and all District property. Maintains vigilance and assists in campus crime prevention.

Essential Functions:

- Patrols the campus, grounds, and buildings on foot, motorized car, or in a vehicle; enforces procedural rules and regulations while ensuring the personal safety of staff, students, visitors, and property.
- Monitors campus activity, identifying Federal and State law and District rules violations and completing administrative reports related to security enforcement.
- Maintaining working knowledge of the locations of various programs, buildings, access routes and admitting visitor requirements.
- Maintains appropriate safety practices and ensures proper security measures are followed throughout EVIT's campus.
- Secures campus buildings and school vehicles when not in use.
- Assists administrators and faculty in the enforcement of school regulations, Federal and State laws; reports infractions of such rules to appropriate persons.
- Provides appropriate intervention as needed to de-escalate confrontational situations between students or between students and staff/visitors; identifies students/non-students who are involved in conflicts; may serve as witness in disciplinary due process hearings and court cases; submits oral and written reports.
- Escorts students/visitors to and from campus areas verifying validity of campus related visits and activities; investigates trespassers; may check ID cards of persons entering buildings and may deny entry to persons who cannot show either proper identification or cause for being admitted.
- Patrols parking areas; checks for suspicious occurrences, and enforces parking rules and regulations; issues parking violation warnings and requests towing when necessary.
- Monitors special events for enforcement of campus regulations.
- Investigates inappropriate/illegal activities, campus vandalism, and thefts; works cooperatively with local law enforcement officers as needed.
- Maintains logs and records of activities, completes necessary paperwork, and may use computer to input and retrieve data.

- Monitors classrooms and hallways to ensure that classrooms and buildings are secured; Unlocks and locks facility premises, ensuring that users have left the premises; sets alarm for all classrooms or buildings.
- Attends meetings and training per requirements of the Supervisor; remains current on the principles, practices, and new developments in assigned work areas.

Skills and Abilities:

- Knowledge of nonviolent crisis intervention methodology and its application.
- Knowledge of District's enforcement regulations.
- Knowledge of security and safety techniques including search and seizure laws and procedures.
- Knowledge of due process hearings and requirements related to proper documentation of incidents.
- Understanding and recognizing behavioral indicators of persons who may have drug and/or alcohol abuse problems, or who may be participating in gang related activities. who cannot show either proper identification or cause for being admitted.
- Ability to establish and maintain an appropriate level of authority as well as creating an atmosphere of support and confidence.
- Ability to apply physical exertion including running, jumping, climbing, tugging, lifting, pulling, and restraining.
- Ability to perform duties with awareness of all district requirements and Governing Board policies.
- Ability to promote and maintain harmonious working relationships with staff, co-workers, other businesses and their personnel, and the general public.
- Possesses effective written and verbal communication skills including good grammar and spelling.
- Ability to work a flexible schedule as needed; ability to stand and walk for extended periods of time.
- Ability to work independently with minimum supervision and to deal effectively with stress.
- Ability to recognize problems and make decisions, use tact, good judgment, resourcefulness and diplomacy in resolving conflicts.

Training and Experience:

- Graduation from high school or equivalent; *and*
- At least two years progressively responsible experience in security, law enforcement, or military police; *and*
- Possession of a current and valid Arizona Driver's license; *or*
- Completion of security training program equivalent to work experience; *or*
- Any combination of education and experience which provides the required knowledge, skills, and abilities to perform the work

- Valid IVP Fingerprint Clearance Card

Working Conditions:

- This position will work in a school setting. Full-time employees will work a standard 40-hour week, Mondays through Fridays between the hours of 4:30 p.m. – 1:00 a.m. However, hours may vary depending on planned events and the needs of the District and School. Part-time employee hours will be scheduled as established by the Facilities Director and Supervisor.
- The employee will be provided a cellular phone and/or hand radio and a golf cart or vehicle will be made available for patrolling the campus. The employee will spend 95% of work hours patrolling the campus, buildings, parking lots, and classroom areas.
- The employee may interact with many types of personalities and other individuals who may be angry, difficult or indifferent. These factors may contribute to a stressful environment, and therefore, while this work may be satisfying, it can also be emotionally draining.
- Full-time employees are eligible for paid Federal, State, and District approved holidays during the 12-month working period. *30 minutes are allotted for lunch or dinner for full-time employees only. Part-time employees are not eligible for paid Federal, State, or District approved holidays.*
- This position may require applying physical exertion including running, jumping, climbing, tugging, lifting, pulling, and restraining. Therefore, the person hired for this position must be in good physical condition. The employee may drive EVIT vehicles while patrolling the campus, and therefore, proof of a valid Arizona driver's license and personal insurance must be provided to the Human Resources Department at the time of hire.

An Equal Opportunity Employer: *The East Valley Institute of Technology is an equal opportunity employer. We do not discriminate against any individual on the basis of actual or perceived race, color, national origin, sex, disability, age, gender, marital status, religion, veteran or military status, sexual orientation, gender expression or identity, or socioeconomic status. In accordance with Arizona law and Governing Board Policy, The East Valley Institute of Technology is a smoke-free, tobacco-free work environment.*

I FULLY UNDERSTAND THE JOB DUTIES, RESPONSIBILITIES, AND WORKING CONDITIONS THAT ARE OUTLINED ABOVE AND THAT HAVE BEEN DISCUSSED WITH ME BY MY SUPERVISOR.

ADA and Other Requirements: Positions in this class typically require: climbing, crawling, stooping, kneeling, crouching, fingering, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Employee's Signature

Date

Supervisor's Signature

Date