

**FENTON COMMUNITY HIGH SCHOOL DISTRICT 100
JOB DESCRIPTION**

Title: SCHOOL SECURITY

Reports to: Dean of Students

Employment Terms: Part- Time

Hours: TBD

Qualifications:

1. Ability to work with other people calmly and respectfully
2. Natural ease in working with students, staff, and the public
3. Ability think and act deliberately in emergency situations
4. Ability to work within a team to create a safe, effective, and efficient environment for all facets of the school system
5. Ability to communicate effectively
6. Ability to walk and stand for long periods throughout the shift
7. Ability to problem-solve assertively and effectively while maintaining safety and order in emergency and non-emergency situations

Job Goal:

- Supervise all areas of the building and grounds
- Maintain order and a safe campus environment

Primary Duties and Responsibilities:

1. Supervise school campus via cameras and/or assigned stations
2. Patrol and monitor all campus areas to ensure a safe environment
3. Assist Deans in processing school penalties
4. Assist Deans and School Resource Officer (SRO) on investigations as needed
5. Escort tardy students to and from classes as needed
6. Monitor halls and entrances for unauthorized visitors
7. Monitor bus lanes/parking lots, etc., as directed
8. Supervise morning and afternoon detention as assigned
9. Provide assistance in emergency situations as needed
10. Report any security concerns to administration in a timely fashion
11. Perform other duties as assigned by the Dean

