

# **FENTON COMMUNITY HIGH SCHOOL DISTRICT 100**

## **JOB DESCRIPTION**

**TITLE:** **CAMPUS SECURITY**

**REPORTS TO:** Dean of Students

**TERMS:** Full Time, Ten Months

### **QUALIFICATIONS:**

- Ability to work calmly and respectfully with students, staff, and the public
- Ability to respond and act deliberately in emergencies
- Ability to work within a team to create a safe, effective, and efficient environment for all facets of the school system
- Ability to communicate effectively
- Ability to walk and stand for long periods of time throughout the shift
- Ability to problem-solve while maintaining safety and order in emergency and non-emergency situations

**PRIMARY FUNCTION:** To work collaboratively as part of a team to ensure the safety and security of all students, staff, visitors, and the public. To maintain a secure environment throughout the entire building and grounds.

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Campus Security shall be responsible for the following duties, including, but not limited to:

### **ASSIGNED RESPONSIBILITIES:**

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

**\*\*Salary and Benefits:** Starting salary is \$17.12, which may be adjusted based on experience.

**\*\*Hours:** Varies by shift (Multiple Shifts Available)