

# FENTON COMMUNITY HIGH SCHOOL DISTRICT 100

## JOB DESCRIPTION

**TITLE:** CAMPUS SECURITY

**REPORTS TO:** Dean of Students

**TERM:** Full Time, Ten (10) Months

### QUALIFICATIONS:

- Proficient in computer skills
- 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

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

### PRIMARY DUTIES AND RESPONSIBILITIES:

1. Communicate with other security personnel and proactively report any security concerns to administration in a timely fashion, including, but not limited to, unauthorized visitors and truant students.
2. Supervise the school campus (interior, exterior, and doors) via cameras, assigned stations, and/or patrols to ensure a safe environment.
3. Monitor students throughout the campus and correct behavior when necessary.
4. Facilitate tracking, check-in, and check-out of students with early dismissal and off-campus lunch.
5. Assist Deans in processing school penalties.
6. Assist Deans and School Resource Officer (SRO) on investigations as needed.
7. Escort students to and from classes or the office as needed.
8. Monitor bus lanes, parking lots, and other outside areas as directed.
9. Supervise detention, extended detention, and In-School Intervention as assigned, or voluntarily outside regularly scheduled hours.
10. Assist in emergencies.
11. Perform other duties as assigned by the Deans.

**Revised Date: TBD**