

Security Guard - Campus

Purpose Statement

The job of Security Guard - Campus is done for the purpose/s of identifying potential problems regarding welfare, safety and/or security of students, personnel, visitors and/or site; maintaining safety at school site by enforcing disciplinary policies and regulations; communicating information and responding to inquiries; and providing emergency care to students and other individuals

Essential Functions

- Administers first aid for the purpose of providing immediate emergency medical care.
- Assists community law enforcement personnel for the purpose of supporting them in the completion of their work activities within the school environment.
- Collaborates with other agencies (e.g. law enforcement, community professionals, etc.) for the purpose of communicating and/or receiving information regarding situations that may affect safety within the school environment.
- Communicates school policies and enforcement procedures to students, personnel and visitors for the purpose of ensuring their understanding and the potential consequences of violation.
- Detains individuals suspected of engaging in illegal activities for the purpose of apprehending suspects and preventing further illegal activities.
- Escorts assigned personnel and/or documents (e.g. employees, visitors, bank deposits, etc.) for the purpose of providing direction, ensuring safety and providing security for persons and/or sensitive information.
- Investigates potential campus crimes and/or student related incidents for the purpose of resolving conflicts and/or referring to outside agency for resolution.
- Patrols school facilities (e.g. grounds, roads, buildings, adjacent areas, etc.) for the purpose of providing administrative visibility, maintaining security, and deterring crime.
- Prepares documentation (e.g. incident and activity reports, security logs, etc.) for the purpose of providing written support and/or conveying information.
- Responds to emergency situations for the purpose of addressing immediate safety concerns.
- Supervises students to detention programs within the security department (e.g. students' assigned to patrol and clean grounds, halls, and rooms, etc.) for the purpose of making sure the student completes his/her assigned task.
- Testifies in court proceedings, and school administrative actions for the purpose of providing information and documenting of illegal activity.
- Transports students needing to be transported off campus (e.g. sick children, children removed from school for disciplinary reasons, etc.) for the purpose of getting the student to his/her required destination.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

Minimum Qualifications

Mental Requirements

Learning Development- Level B Sufficient to read and write technical information and instructions, perform basic arithmetic calculations, understand commonly used procedures and methods, or operate equipment that requires some training. Learning development is equivalent to completion of a high school curriculum.

Problem Solving - Level 1 Work situations are routine and regularly recurring, requiring attention and concentration, but limited discretion, consideration, and planning to adequately respond and carry out work activities.

Physical Requirements

Physical Skill - Level A Basic level of learned physical skill is required. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.

Physical Effort - Level 2 Job requires light physical effort as a part of regular work routine, such as frequent standing and walking; frequent lifting, guiding, and/or carrying of light-weight materials or equipment; occasional periods of sustained effort.

Social Requirements

Human Relations Skill- Level A Job requires ordinary conversational skills and courtesy to exchange Routine information, provide routine assistance, and/or help maintain harmony among work associates.

Scope of Contacts - Level 1 The important job contacts are with peers in the immediate work group and immediate supervisor. Occasional contact with individuals outside the organization may occur.

Work Environment

Performance Environment - Level A Changes in environments, work pressure, disturbances of workflow, and irregularities in work schedules are infrequent.

Physical Working Conditions - Level 3 Frequent exposure to moderately hazardous conditions resulting in significant threat to health and safety. undesirable assignments.

Accountability

Level of Accountability -Level B Responsible for producing journey-level work output on an independent basis subject to supervisory direction and review.

Organizational Impact - Level 1 Work results impact the immediate work section with little effect beyond. Responsible for results or services that facilitate the work of others in a specific work group.

Experience, Education, and Certifications

Experience: Job related experience is required

Education: High school diploma or equivalent

Certifications/Clearances: Must possess a valid Arizona DPS Level One IVP Fingerprint Clearance Card while employed.

Compensation Details

FLSA Status: Non Exempt

Pay Schedule: Hourly - Grade 108

Work Calendar: Support 9Month