



JOB DESCRIPTION

SECURITY GUARD

QUALIFICATION AND EXPERIENCE

- Previous experience in security preferred
- Previous experience working with school aged students preferred
- High school diploma or GED required
- Applicants must be able to walk or stand for long periods of time (up to 8 hours) and quickly ascend/descend stairs Consistent attendance and punctuality
- Ability to read and adhere to written and oral instructions
- Must be at least 21 years old

REPORTS TO:

- Director of Security and Assistant Superintendent of Student Services

ESSENTIAL JOB FUNCTIONS:

- Fulfill duties associated with school's comprehensive security plan
- Actively responds to incidents, fights or other issues in the school that threaten safety of students or staff
- Patrol and monitor school property for unauthorized persons and if needed, redirect or escort from property
- Patrols buildings to ensure doors are secure
- Patrols bathrooms and reports any irregularities
- Complete proper documents related to incident reports
- Monitor school grounds and entrances to ensure only authorized personnel and visitors access the facility
- Ensure all guests follow visitor protocol
- Actively participate in professional development training to ensure ongoing growth and to advance skills
- Build positive and professional relationships with students and leverage those relationships to establish and maintain productive and safe learning environments
- Exercise dignity and respect when interacting with students and staff at all times
- Lead efforts to de-escalate inappropriate student behaviors
- Notifies building administration, police, and/or appropriate emergency personnel of any emergency, potentially dangerous, or unusual situations



- Ensures a smooth traffic flow of students through hallways and assisting students with on-time arrival to class and to assigned locations
- Assist in directing traffic in parking lots before and after school
- When assigned to an area or post, ensure students are following school rules and safety guidelines and remain in that area until assignment is adjusted

TERMS OF EMPLOYMENT:

- 9.5 month position - follow school calendar for students
- Hours range from 6:45-7:15 am - 2:45-3:15 pm at Almond campus or 7:45-8:15 am - 3:45-4:15 pm at O'Plaine campus

COMPENSATION AND BENEFITS

- \$23.87/hr
- Paid medical, dental, life insurance; paid personal and sick leave, and state pension enrollment

WARREN TOWNSHIP HIGH SCHOOL IS AN EQUAL-OPPORTUNITY EMPLOYER

Per Board Policy 5:10, the District shall provide equal employment opportunities to all persons regardless of their race; color; creed; religion; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; use of lawful products while not at work; being a victim of domestic or sexual violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/.