



Para-Professional – Job Description

Job Title: Security Guard

Pay Grade: SP 01

187: Min \$20,495/Mid \$24,684/Max \$28,888

220: Min \$24,112/Mid \$29,040/Max \$33,986

240: Min \$26,304/Mid \$31,680/Max \$37,075

Reports To: Chief of Police

FLSA Status: Non-Exempt

Dept./School: Campus Assigned

Minimum Duty Days: 187/220/240 days

Primary Purpose:

Provide for the safety of all students, faculty and staff and the security of all district and campus property and equipment.

Minimum Requirements:

- High School Diploma or GED.
- One year work experience.

Special Knowledge/Skills:

- Know how to use a two-way radio.
- Good communications skills.
- Ability to read & write statements.

Major Responsibilities and Duties:

1. Patrols assigned areas and provides security guard services to all facilities, students and staff.
2. Assists in parking and traffic control issues on campuses.
3. Enforces regulations on District school buses.
4. Prevents vandalism, theft, burglary and graffiti at all District facilities.
5. Protects all equipment and reports any abuse or misuse of district owned equipment.
6. Monitors and reports any safety violations while on duty.
7. Deters and prevents trespassing and loitering on or near campuses.
8. Assists the school staff in emergency situations.
9. Maintains high visibility on campus and constant patrol of all campus grounds and buildings.
10. Performs such other duties as may be assigned.
11. Must wear LISD issued uniform when reporting to duty and adhere to the dress code administrative regulation.

Mental Demands/Physical Demands/Environmental Factors:

- Maintain emotional control under stress
- Work with frequent interruptions
- Moderate lifting and carrying
- District/State wide travel
- Exposure to biological hazards
- Prolonged sitting, standing and walking
- Hearing, speaking clearly
- Working alone
- Working prolonged or irregular hours

Richard B. Palomo
Reviewed and Approved by Chief of Police

December 4, 2013
Date

Edna M. Garza
Reviewed and Approved by HR Employee Relations Administrator

December 5, 2013
Date

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

I hereby acknowledge that I have received a copy of my job description and understand its content.

Employee Name (print)

Employee Signature

Date