

LaSalle-Peru High School Position Description

Position Title: Hallway Security
Department: School Safety Office
Reports to: Associate Principal for School Safety
Date Prepared: August 2022
Revised:

Category: Non-Exempt

Primary Function: Provide for a safe and secure school environment, foster an optimal learning environment and act as a deterrent to unsafe or poor behavior by patrolling the campus, monitoring student behavior, enforcing school and District policies, intervening in physical encounters, monitoring visitors and reporting unsafe or unhealthy conditions. Patrol and monitor assigned school campuses on various shifts, including days, nights, weekends, and occasional holidays to provide security and protect District property against vandalism, illegal entry, fire and theft; enforce laws and regulations and respond to emergency situations. Workday will be from 6:45 am to 3:15 pm on all days students are in attendance.

PROFESSIONAL RESPONSIBILITIES

Relationship to the Organization:

1. Demonstrates support for the Beliefs, Vision, Mission, and Goals of District 120.
2. Upholds and demonstrates compliance with established laws, regulations, District policies and procedures.
3. Maintains strictest confidentiality required by laws, regulations, policies and directives established or provided by the Board of Education and/or Superintendent.
4. Meets deadlines for the submission of assigned reports and other requested information and records.
5. Reads, documents, and interprets information and writes clearly on student discipline and school safety issues.
6. Serves as a contributing member of the District.
7. Ability to use spreadsheets, internet, and word-processing programs.
8. Accepts and utilizes constructive suggestions from supervisor.
9. Remains current in the field through participation in District sponsored in-service activities and/or attendance at conferences and workshops.
10. Adheres to District guidelines regarding facilities and equipment.

Relationship to Colleagues:

1. Fosters and maintains positive and effective working relationships with teachers, administrators, support staff, District staff, students, parents, and the community.
2. Wear District designated attire in a presentable manner during assigned work hours.
3. Communicates with appropriate professional personnel about students.
4. Relates positively to co-workers.
5. Serves as a wholesome role model for students, staff, and community in terms of attitudes and behavior.

RESPONSIBILITIES OF HALLWAY SECURITY

Primary Responsibilities:

- Patrol and monitor the school buildings and grounds to ensure the safety and well-being of students, staff, and visitors and the security of the facility.
- Supervision at school activities, including but not limited to all home football/basketball games, dances, and other school events as assigned.
- Assist with lockers related to security/student assistance.
- Supervise bus areas at dismissal times (and arrival times, as needed).
- Participate as a member of the L-P Safety Task Force, when available.
- Assist with all emergency/safety drills.
- Intervene in situations likely to result in disruption or injury and direct students to refrain from such conduct.
- Ensure smooth traffic flow of students through the hallways, assisting students with on-time arrival to class and to assigned locations.
- Remove disruptive students from classes when needed.
- Assist visitors with directions and intercept unauthorized visitors.
- Document and report any discipline infractions, unauthorized visitors, and acts of vandalism to the administration.
- Notify immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol or controlled substances.

- Assist, as needed, with transporting student-athletes to ancillary practice facilities after school.
- Other duties as assigned.

Risk Management Functions

- Monitor safety and welfare of students.
 - Take necessary and reasonable life safety precautions to protect self, students, fellow employees, and visitors.
 - Take necessary and reasonable physical property safety precautions to protect equipment, materials, and facilities.
 - Observe and report hazardous physical conditions endangering persons and property.
 - Observe, remove, and report unauthorized persons on school property.
 - Observe and report suspicious property on school property.
 - Observe and report physical condition or behavior of students, which may indicate neglect or abuse.
 - Record and report disciplinary action.
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Experience:

The preferred candidate will have at least two years' experience as a security officer, school security officer, campus supervisor, or law enforcement officer.

Education:

Minimum graduation from high school or general education development (GED) certificate to be considered. Preferred candidate will have at least an associate's degree (or equivalent college coursework) with an emphasis in criminal justice or related coursework.

License/Certificate:

Valid Illinois Driver's License and a safe driving record. CPR/AED/First Aid certifications required within one year of employment. Successful completion of a background investigation.

Physical Characteristics:

With or without the use of aids:

- Sufficient vision to read small print.
- Sufficient hearing to hear normal and telephone conversations.
- Sufficient hearing to follow directions.
- Ability to speak in a voice that can be clearly heard and understood on the telephone and in face-to-face conversations.
- Sufficient lower body strength, stamina and mobility to sit, stand, kneel, walk, stoop, bend and extend legs for prolonged periods of time.
- Sufficient physical ability to intervene in altercations and to detain students, staff, or intruders.
- Sufficient physical ability, strength, balance, mobility, and stamina to climb stairs.
- Sufficient physical ability to reach horizontally and vertically with arms.
- Sufficient physical ability, strength, mobility, and stamina to lift, carry, push or pull objects which may frequently exceed 50 pounds.
- Sufficient physical ability, strength, mobility, and stamina to carry out job duties in hot, cold, and inclement weather conditions.

Employee Signature: _____ Date: _____