LAKE ZURICH COMMUNITY UNIT
School District 95

JOB DESCRIPTION

JOB TITLE/ASSIGNMENT

JOB TITLE: School-Year High School Security Guard (10-month)

REPORTS TO: Executive Director of Safety and Security

REQUIREMENTS: High school diploma or GED required
A minimum of 2-3 years of related experience
Applicants must be able to walk or stand for long periods of time (up to 8 hours) and quickly ascend/descend stairs
Knowledge of basic methods of providing site security and safety
Solid attendance and punctuality
Ability to work with adolescents in maintaining a positive and safe school culture
Ability to read and adhere to written and oral instructions
Able to work in a team and collaborate with colleagues and administration
Demonstrated ability to keep up with fast paced environments and to multi-task
Sound judgment and ethical practice
Commitment to social justice and restorative justice practices
Strong oral communication skills, human relations and interpersonal skills
Ability to write incident reports

WORK YEAR: 10-month, full time plus additional days for mandatory training (approximately 10 days)

Purpose of Position – Security Guards are responsible for supporting a safe, secure, and positive learning environment for students, staff, and visitors throughout the school campus. Security Guards play a critical role in maintaining school safety, fostering positive relationships, supporting student success, and responding to safety and security concerns. Working collaboratively with administrators, staff, students, families, and first responder partners, Security Guards help maintain a secure school environment through campus supervision, proactive problem-solving, emergency preparedness, and incident response. The position requires sound judgment, professionalism, strong interpersonal skills, and the ability to remain calm and effective in dynamic situations.

RESPONSIBILITIES/DUTIES

ESSENTIAL JOB FUNCTIONS:

1. Fulfill duties associated with the assigned post as part of the school's comprehensive security plan; maintain an orderly post and remain at the assigned location unless otherwise directed by a supervisor.
2. Respond to incidents, behavioral concerns, fights, and other situations that may threaten the safety of students, staff, or visitors using approved safety, de-escalation, and intervention techniques consistent with district training and established procedures.
3. Conduct foot or vehicle patrols of school buildings, campus grounds, entrances, and access points to monitor unauthorized individuals, safety concerns, and security issues; redirect, escort, report, or assist visitors in accordance with district access control and visitor management procedures.

4. Support student off-campus, arrival, and dismissal procedures and campus access operations by monitoring bus, vehicle, and pedestrian activity to promote safe and orderly movement throughout campus, including assisting with placement of cones, barricades, and signage as needed.
5. Report unusual activity, suspicious behavior, safety concerns, and security incidents in a timely manner and maintain accurate documentation, including incident reports, misconduct reports, and daily security activity logs.
6. Support the Dean of Students Office with escorts, parking-related enforcement, lost and found, and other duties within the scope of the position.
7. Follow the District's Emergency Operations Plan and crisis response procedures by carrying out assigned responsibilities during emergency drills, incidents, and critical events, including but not limited to fire incidents, severe weather events, medical emergencies, evacuations, lockdowns, and active threat situations.
8. Monitor security cameras and security technology systems, including vape sensors, safety sensors, door alarms, and access control platforms, and take appropriate action in response to alerts, incidents, and safety, security, or operational concerns.
9. Support the safe and efficient operation of the school by maintaining awareness of campus activities, events, and operational needs and providing assistance, supervision, and safety support within the scope of the position.
10. Act as a resource to district departments, including Facilities and other school sites, during early release days and non-student attendance days.
11. Work assigned school events, building rentals, athletic events, and other activities as directed, including Lake Zurich High School home football games.
12. Participate in ongoing professional development and training to maintain and enhance job-related knowledge and skills.
13. Build positive and professional relationships and demonstrate dignity, respect, and professionalism in all interactions with students, staff, visitors, and community members to support a safe, respectful, and orderly campus environment.
14. Ensure all assigned security equipment, communication devices, and safety equipment are functioning properly and report deficiencies promptly.
15. Perform other duties as assigned by the Executive Director of Safety and Security, Principal, Assistant Principals, or other district administrators.

PHYSICAL REQUIREMENTS

Ability to actively perform work in classroom, office, and other business and community settings. Ability to move freely and perform duties in numerous locations throughout the day (typically involving frequent standing, walking, sitting, bending, and lifting). Exposure to noise and activity of a school setting. Exposure to weather conditions. Ability to travel outside the district for a variety of meetings and conferences.

TERMS OF EMPLOYMENT

Newly hired employees will be placed on the ESP Salary Scale based on prior work experience that can be verified, that is recent (within the last ten years without an extended break in employment), and in a position of similar responsibilities. Benefits as determined and approved annually by the Board of Education.

ACKNOWLEDGMENT

THIS JOB DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. AS SUCH, IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. DISTRICT RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS JOB DESCRIPTION, NOR BY THE COMPLETION OF ANY

REQUIREMENT OF THE JOB BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE.

SIGNATURE _____ DATE _____

PRINTED NAME _____