

MANCHESTER PUBLIC SCHOOLS JOB DESCRIPTION
SECURITY GUARD

Reports to - School Administration

Qualifications - Minimum of two years of college

Must be licensed through the CT Department of Emergency Services & Public Protection

Prior experience working with teenagers

Ability to maintain rapport with students

Ability to control large crowd situation

Ability to organize

Ability to provide leadership

General Duties - Maintain and coordinate efficiency in enforcing school rules and regulations

Prohibit smoking in unauthorized areas

Prevent / control disturbances in and around the building

Control vandalism

Control littering

Control trespassers

Control parking violations

Act upon any illegal activities either outside or inside the building

Communicate with responsible authorities, including police

Encourage peace, harmony, and positive behavior

Specific Duties -

Lead and coordinate communication among security guards/staff assigned by administration to maintain safety across the school.

Patrol outside the building: i.e., three parking lots

Maintain off-limit areas as designated by school administration

Administer parking lot rules and regulations

Register all vehicles using student parking lot and issue parking permit stickers

Identify teacher vehicles and prevent student use of teacher parking lot

Maintain record of all registered motor vehicles and record all violations

Keep school administration up to date on students who continually violate school policy

Identify to administration students having problems or in danger of developing problems

Patrol assigned areas within the building during fire alarms; locate pulled alarm

Record all reports of incidents of student-reported thefts

Updated March 2016