

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 - Enforce 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 - 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