



## **JOB DESCRIPTION**

**TITLE:** 12 Month - Security

### **QUALIFICATIONS:**

- High School Diploma or GED required
- Good communication and interpersonal skills, with the ability to work effectively with students, staff, and the general public
- Ability to follow oral and written instructions
- Physical ability to climb stairs, walk extensively, stand for extended periods of time, and lift up to 30 lbs
- Team-oriented, cooperative, and collaborative
- Demonstrates respect and tolerance for differing points of view
- Works as a positive contributor to the team environment
- Ability to work indoors and outdoors throughout the year
- Ability to fluctuate shifts and work overtime when needed, including weekends
- Ability to speak, read, and write in both Spanish and English (preferred)

### **JOB GOAL:**

To assist in a supervisory capacity in the provisions for the security and protection of all students, staff and property.

**REPORTS TO:** Director of Security & Events

### **PERFORMANCE RESPONSIBILITIES:**

- Circulate throughout the hallways and building, including exterior areas, as assigned
- Check washrooms, secure/open doors as required, and ensure students are in their assigned locations
- Monitor staff and student parking lots
- Maintain a proactive presence in hallways and other areas to observe and encourage positive student behavior
- Monitor assigned door areas, verifying student and visitor authorization to be present
- Supervise students in the cafeteria and other assigned areas
- Prepare detailed reports when requested
- Assist visitors with obtaining visitor passes and directing them to the appropriate location
- Assist with escorting students to and from various locations.



- Participate in appropriate professional growth activities to enhance job performance
- Perform other duties as assigned by building administration

**TECHNICAL SKILLS:**

The individual must be proficient in computer usage, word-processing, spreadsheets, presentation and other school-based software.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, kneel, crouch, stoop, reach, twist, and lift 30 pounds.

**TRAVEL REQUIREMENTS:**

The individual will need to provide own transportation to district and professional meetings as required.

**OTHER SKILLS AND ABILITIES:**

Ability to keep regular schedules and perform special tasks as assigned. Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and board policies.

**ADDITIONAL DUTIES:**

Performs other related tasks and/or duties as assigned by their administrator.

**TERMS OF EMPLOYMENT:**

12 months position



**SALARY:**

Salary in accordance with the collective bargaining agreement between the District and the Mundelein Educational Support Association (MESA).

**APPROVED BY THE BOARD OF EDUCATION:**                      xx/xx/xxxx

**FLSA STATUS:**            Exempt

**PERFORMANCE EVALUATION:**

Performance will be evaluated pursuant to Board policy.