PLANT OPERATIONS DEPARTMENT
NASHUA SCHOOL DISTRICT #42

SECURITY MONITOR
POSITION DESCRIPTION

GENERAL

This position is responsible for providing security services for the Nashua Senior High School(s) & The Phoenix Program including patrols of the interior campus, monitoring of security camera’s and access control, checking in of students and visitors, creating credentials for both students and visitors, assistance in identifying students who violate school rules and assisting in providing a safe and secure environment for buildings, students, staff and visitors.

POSITION PARAMETERS

Salary: Grade 1 as defined in the collective bargaining agreement made and entered into by the Nashua School District and Local 365/Council 93 of the American Federation of State, County and Municipal Employees, AFL-CIO.

Location: Assigned School, Nashua School District.

Supervisor: Director of Plant Operations (or Plant Operations Supervisor)

Subordinates: None.

PRINCIPAL DUTIES

• During the school year, provide security services for the Nashua Senior High School(s) & The Phoenix Program, including monitoring security camera terminals and access control, responding to security calls, dispatching other security guards/monitors to security calls, creating credentials for both students, visitors and staff, screening of both students and visitors before allowing building access; patrolling inside campus of building and assist in identifying students who violate school rules.

• Follow all safety rules & regulations, industry-standard practices and federal/ state/city/school district policies, as outlined in the NSD Custodial Handbook or provided in training and orientation.

• Maintain assigned work spaces in a secure, neat and orderly condition.

• Complete all required administrative work in a complete and timely fashion.

• Provide recommendations to Plant Operations Supervisor for correction of safety violations, inoperable equipment and vandalism.

• Perform other duties related to the primary scope of this position description.

12/1/09
MINIMUM REQUIREMENTS (Knowledge, Experience, Education, Licenses, Physical)

Incumbent must possess the following:

- At least two (2) years experience working in security or police field, with a thorough knowledge of associated procedures and methods. Experience working in an academic (school district or college/university) or similar institutional environment is preferred but not required.

- High School graduate degree or equivalent.

- Ability to relate well verbally and in writing with school district staff, students and the public.

- Physical ability to perform assigned duties including the ability to walk, bend, sit and stand for long periods of time and in all kinds of weather; climb stairs, & ladders, lift and carry objects weighing up to one hundred (100) pounds, with assistance.

- Ability to work evenings and weekends as duties dictate.

The Nashua School District reserves the right to waive and/or amend any of the above minimum requirements, at any time, when in the best interests of the School District.

- Approved by Joint Labor/Management Committee on 12/01/09