



Inspiring and Building Futures,
One Student at a Time

PLEASE POST

Huron Valley Schools is currently accepting applications for the following positions:

Building Security (EDUStaff) Milford High School #25-13564

POSITION DESCRIPTION

To monitor hallways and patrol and monitor school parking lots. To provide security, promote safety and protect people and personal property on the high school grounds.

Position Type: Support Staff/Other

Location: Milford High School

Salary: \$16/hr - Contracted Services

Reports To: Principal, Assistant Principal

Start Date: ASAP

Date Posted: 8/26/2025

QUALIFICATIONS:

- High school education plus one to two years of relevant work experience.
- Ability to relate to high school students, parents, visitors and faculty in an appropriate manner.
- Ability to deal effectively with a wide range of individuals, in some instances under stressful conditions.
- Ability to support and handle emergency situations calmly and efficiently.
- Demonstrated ethics and integrity.
- Physical ability to perform all job duties.



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ESSENTIAL FUNCTIONS

- Patrol and monitor hallways during passing times
- Patrol high school parking lots and grounds
- Communicate and assist with all incidents of theft, vandalism or disorderly conduct.
- Enforce violations of the school traffic, parking, safety, security, and/or other regulations as set forth in the code of conduct for parking
- Enforce school rules, policies, regulations, procedures etc.
- Provide administrators information in regards to warnings, citations, or traffic tickets as applicable.
- Monitor weather conditions, and notify appropriate personnel of the need for snow and ice removal.
- Report any security incidents, unusual activity or hazardous conditions to school administration.
- Monitor visitor activity on school grounds and/or within the school building.
- Check ID's of visitors when appropriate.
- Provide visitors with directions and other general information.
- Assist the Police liaison or building administration with investigations or traffic accidents.
- Provide security services such as parking and traffic direction, crowd control and/or student supervision for special events.
- Perform other related duties as assigned.

EDUCATION and/or EXPERIENCE: High School diploma and/or related experience.

LANGUAGE, MATHEMATICAL AND REASONING SKILLS: Ability to speak and write effectively. Ability to apply mathematical concepts to practical situations. Ability to carry out instructions furnished in written or oral format and deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS: 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, talk, or hear. The employee is occasionally required to stand, walk and reach with hands or arms. Specific vision abilities required by this job include close vision and ability to adjust and focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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METHOD OF APPLICATION

Apply on-line at hvs.org

Inquiries should be addressed to:

Sandi Magee
Administrative Assistant to Human Resource
2390 South Milford Rd., Highland, MI 48357
248.684.8221 (TELEPHONE) • 248.684.8266 (FAX)
E-MAIL: sandra.magee@hvs.org

Jeanette Wenger Chief Human Resource Officer and TitleVI Officer

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II, the Age Discrimination Act of 1975, and the Americans with Disability Act of 1990, it is the policy of the Huron Valley School district that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight, or marital status be excluded from participation in, be denied benefits of, or be subjected to discrimination during any program or activity or in employment.