

August 1, 2025

EXPECTED JOB POSTING

RIVERSIDE BROOKFIELD HIGH SCHOOL
DISTRICT 208
Riverside, Illinois
JOB DESCRIPTION

EXPECTED JOB POSTING

Title: Full Time Building Security

Reports To: Building Principal or Designee

Effective: August 11, 2025

Job Goal: To assist in the upkeep of a safe environment for students and staff

Qualifications:

- High School graduate
- Bi-lingual preferred
- Physical ability to climb stairs, walk extensively, and stand for extended periods
- Work indoors and out of doors throughout the year
- Ability to communicate (written/verbal), make decisions, resolve conflict and effectively work with staff, students, general public, and Administration

Key Accountabilities:

- Monitor all exterior and interior venues such as, but not limited to, hallways, washrooms, stairwells, cafeteria, stadium, and parking lots as assigned
- Enforce all student handbook policies and procedures
- Circulate in and outside of the building as assigned, perform routine security checks (exits, windows, lights, and facilities), and assist with before and after school safety measures (traffic control, crossing students, and student entrance and egress)
- Perform searches, under the direction and supervision of the administration
- Confront inappropriate student behavior in a respectful, assertive and consistent manner
- Greet and verify proper identification and security clearance for all visitors and vendors
- Maintain regular radio contact with administrative office
- Inform the office of any situation that may warrant administrative assistance
- Attend regularly scheduled meetings
- Supervise, as needed, the student cafeteria during all lunch periods, assist with arrangement of tables, chairs, and minor cleanup between lunches, as assigned by the administration
- Provide supervision, as needed in the following area: classrooms, study hall, lunch detention room, ADA room, student health office and Main Entrance
- Record and report data for the administration, in a timely manner, related to any area supervision, safety or security
- Incorporate the Six Pillars of Character Counts: Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship into the philosophy of your interactions with students, parents, staff and colleagues
- All other duties as assigned

Terms of

Employment: 2025-2026 School Year

Compensation: RBEA Collective Bargaining Agreement Salary Schedule - Category IV, \$20.00/hour

Deadline for

Application: until filled

Application

Process: Apply online @ www.rbhs208.net

Equal Opportunity Employer

Riverside Brookfield High School is an Equal Opportunity Employer. Riverside Brookfield High School ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability. Riverside Brookfield High School has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for opening should contact the Department of Human Resources.

Approval for Posting:

Principal

Superintendent