

RICH TOWNSHIP HIGH SCHOOL DISTRICT 227

Position Description



Job Title:	School Security
Reports To:	Associate Principal of Operation
Category/FSLA Status:	Classified Union Position
Terms of Employment:	Eleven-month, Full-time employment.

OVERALL RESPONSIBILITY

Under general direction, provide for a safe and secure school environment, foster an optimal learning environment and act as a deterrent to unsafe or poor behavior by patrolling the campus, monitoring student behavior, enforcing school and District policies, intervening in physical encounters, monitoring security cameras, monitoring visitors and reporting unsafe or unhealthy conditions. Patrol and monitor assigned school campuses on various shifts, including, days, nights, weekends, and holidays to provide security and protection to students, personnel, equipment and property; maintain campus security and protect District property against vandalism, fire and theft; and regulations and respond to emergency situations. Position may require varying work hours and days including evenings and weekends.

SPECIFIC RESPONSIBILITIES

1. Patrol and monitor the campus and surrounding areas, bus stops, parks, and other public and unsupervised places to ensure the safety and well-being of students and staff and the security of the facility.
2. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
3. Promote student responsibility for behavior and attitude by serving as a role model and dressing and grooming professionally. Wear District designated attire in a presentable manner during assigned work hours.
4. Intervene in situations likely to result in disruption or injury and direct students to refrain from such conduct. Report incident to appropriate staff.
5. Ensure a smooth traffic flow of students through the hallways, assisting students with on time arrival to class and to other assigned locations.
6. Assist with supervision in the breakfast and lunch periods and with morning arrival and afternoon dismissal of students, as well as any additional extra-curricular or athletic activities as needed.
7. Remove disruptive students from classes when needed.
8. Assist the staff, police, and emergency personnel in handling emergencies or disruptive situations.
9. Assist visitors with directions and securing proper identification. Intercept unauthorized visitors and escort them to exits.
10. Report and provide written documentation with any discipline infractions, unauthorized visitors, and acts of vandalism to the appropriate supervisor.
11. Notify the building administration, police liaisons, director of security, and/or appropriate emergency personnel both verbally and in written document of any emergency, potentially dangerous or unusual situations.
12. Notify immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
13. Participate in appropriate in-service training and workshop programs.

14. Protect confidentiality of records and information about staff and use discretion when sharing any such information within legal confines.
15. Adhere to federal statutes and regulations and other applicable Illinois law and Board of Education policies and procedures.
16. Patrol and monitor assigned school campuses in appropriate school security uniform at night, on weekends and holidays to provide security and protection to students, personnel, equipment, and property.
17. Maintain campus security and protect District property against vandalism, illegal entry, fire, and theft, check buildings and grounds for security.
18. Notify appropriate personnel both verbally and in writing of safety matters including but not limited to water leaks, malfunctioning equipment, unauthorized visitors, fire, and propped doors.
19. Enforce school policy and respond to emergency situations; initiate contact with individuals on school grounds or surrounding property to assure visitor authorization.
20. Inspect and monitor the security of doors, windows, and gates; respond to fire/report and extinguish small fires; summon and communicate both verbally and in writing with proper personnel as needed.
21. Prevent illegal parking, tampering with vehicles and loitering in school parking lots according to established procedures; assist with traffic and crowd control at special events as assigned.
22. Prepare and maintain a variety of records and reports related to security incidents, issues, hazards, and activities.
23. Communicate with appropriate personnel, fire, alarm, safety, and community organization personnel to receive and exchange information related to security, vandalism, crimes, investigations, repairs, school activities and safety issues; serve as a witness in student conferences, disciplinary hearings/proceedings; testify in court and hearings as needed.
24. Operate a variety of security and safety equipment.
25. Effectively communicate and maintain cooperative relationships with those contacted during the course of work.
26. Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor or designee, and not otherwise prohibited by law or regulation.
27. In the event that information needs to be transmitted, employees must follow proper communication protocols which will begin with appropriate building personnel.

QUALIFICATIONS

Knowledge/Ability Minimum Requirements:

1. Ability to uphold and adhere to the Illinois School Code, District policy and procedures, and rules related to assigned duties.
2. Ability to implement security measures and safety procedures.
3. Ability to implement crowd control procedures.
4. Ability to write reports.
5. Ability to operate a two-way radio system and radio communication procedures protocol, and etiquette.
6. Ability to understand and adhere to laws, regulations, policies, and procedures related to assigned duties.
7. Must have interpersonal skills sufficient to deal with normal and possible confrontational situations.
8. Ability to learn basic first aid, CPR, and safety practices.
9. Ability to maintain self –control and react appropriately in unusual or emergency situations.
10. Ability to diffuse situations calmly and with authority.
11. Ability to exercise strict confidentiality of campus and student issues.
12. Ability to learn rapidly and apply and the school regulations.
13. Ability to think clearly and take effective action quickly in an emergency.
14. Ability to deal tactfully and diplomatically with students and general public.
15. Ability to understand and follow oral and written directions.

16. Ability to work cooperatively with students, the general public, district personnel and agencies with poise and consistency.
17. Ability to acquire and maintain related certifications.
18. Ability to perform evening, weekend, and holiday security services.
19. Ability to work in adverse weather conditions both indoor and outdoor.
20. Ability to meet state and district standards of professional conduct as outlined in Board Policy.

Experience Minimum Requirement:

1. Two (2) years' experience as a security officer, campus supervisor or past experience working with high school aged students.

Education Minimums Requirement:

- Graduation from High school or General Education Development (GED)

Uniform:

- Red shirts (district issued/jacket district issued)
- Tan cargo pants
- Black Boots or Shoes (no open toed shoes, sandals, or slides)
- No hats and headwear – Unless working outside in inclement weather

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 talk, hear, and use hands and fingers to operate a computer keyboard and telephone. Frequent sitting and occasional walking are also required.

FINALIZED DATE: June 28, 2022