

SOUTH EUCLID-LYNDHURST CITY SCHOOLS

JOB DESCRIPTION

TITLE: Security Guard

REPORTS TO: Supervisor of Security

SUMMARY: To assist in assuring the smooth and efficient operation of the school district by providing security and protection to students and staff so that the students receive the maximum positive impact of the educational process.

QUALIFICATION REQUIREMENTS

1. Ability to handle, with tact, confidentiality and courtesy, a wide variety of public contracts by telephone and in person.
2. Ability to work with children in a way that is acceptable to the Board of Education and the parents in South Euclid-Lyndhurst.
3. Ability to work with other employees in a way that is cooperative, productive and acceptable to administrators, as well as certified and classified staff employees.
4. Must pass a post-employment physical, as well as a criminal records check through the Bureau of Criminal investigation.
5. Possesses a valid driver's license.
6. Possesses a high school diploma
7. Demonstrates aptitude for good, safe driving.
8. Ability to read, write, count and tabulate
9. Possesses prior security experience and demonstrated knowledge of physical security measures and techniques.
10. Possesses or acquires 20 credit hours of Board-selected security courses.
11. Such alternatives to the above-mentioned qualifications as the Board of Education may find appropriate and acceptable.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintain a check on individuals and vehicles entering and leaving school property.
2. Understands and implements emergency action plan as necessary.
3. Prepares reports for the Supervisor of Security regarding occurrences such as personal injury, accidents or damaged equipment/vehicles.
4. Patrols buildings and grounds to prevent fire, theft, vandalism and illegal entry.
5. Conducts patrol inspections of doors, windows and gates to determine that they are secure.
6. Confronts or detains unauthorized persons for questioning.
7. Contacts police for assistance in accordance with the emergency action plans
8. Assists the Supervisor of Security with situations wherein the safety of the officer, student, staff, board employee or violator is in danger.
9. Assists the South Euclid/Lyndhurst Police Departments as necessary.
10. Assists in the making and issuing of student and staff I.D.'s.
11. Assists in issuing of students parking permits.
12. Performs random permit checks on vehicles parked on school board property.
13. Assists in blocking traffic to allow the school buses quick and safe exiting from the school lot at the end of the school day.
14. Assists the principal in locker, vehicle and student searches.

15. Assists the Lyndhurst Fire and Rescue Squad in medical situations that occur at the school.
16. Assists in handling school bus disturbances.
17. Provides security for after-school and evening functions related to school activities, as pre-approved by the Director of Business Affairs.
18. Patrols and supervises hallways, restrooms, entranceways and cafeteria.
19. Check student hall passes.
20. Keeps building clear of people not on official school business.
21. Performs other related duties within the scope of the job as requested by the school principal, Supervisor of Security or Director of Business Affairs.

RECOMMENDED PROBATIONARY PERIOD: 100 Days

WORK DAYS: 194 (Includes 10 paid holidays)

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions in the Board of Education policy regarding evaluation of support staff personnel.

SOUTH EUCLID-LYNDHURST CITY SCHOOLS

EVALUATION CONFERENCE

SECURITY GUARD

EMPLOYEE _____ **SCHOOL YEAR** _____

ASSIGNMENT _____ **CONFERENCE DATE** _____

EVALUATOR _____

Evaluator
Met **Not Met**

- | | | |
|-------|-------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| _____ | _____ | 1. Maintain a check on individuals and vehicles entering and leaving school property. |
| _____ | _____ | 2. Understands and implements emergency action plan, as necessary |
| _____ | _____ | 3. Prepares reports for the Supervisor of Security regarding occurrences such as personal injury, accidents or damaged equipment/vehicles. |
| _____ | _____ | 4. Patrols buildings and grounds to prevent fire, theft, vandalism and illegal entry. |
| _____ | _____ | 5. Conducts patrol inspections of doors, windows and gates to determine that they are secure. |
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| _____ | _____ | 7. Contacts police for assistance in accordance with tie emergency action plans. |
| _____ | _____ | 8. Assists the Supervisor of Security with situations wherein the safety of the officer, student, staff, board employee or violator is in danger. |
| _____ | _____ | 9. Assists the S.E/l Police Department as necessary. |
| _____ | _____ | 10. Assists in the making and issuing of student and staff I.D.'s. |
| _____ | _____ | 11. Assists in issuing of student parking permits. |
| _____ | _____ | 12. Performs random permit checks on vehicle parked on school board property. |
| _____ | _____ | 13. Assists in blocking traffic to allow the school buses quick and safe exiting from the school lot at the end of the school day. |

Evaluator	
Met	Not Met

- | | | |
|-------|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| _____ | _____ | 14. Assists the principal in locker, vehicle and student searches. |
| _____ | _____ | 15. Assists the Lyndhurst Fire and Rescue Squad in medical situations that occur at the school. |
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