United Independent School District
Department of Human Resources

SECURITY GUARD

Police Department

Primary Purpose:
Provide for the safety of all students, faculty, and staff and the security of all district and campus property and equipment. Assist the Chief Peace Officer in the development and implementation of procedures that will ensure the protection of all district personnel and property.

Educational Qualifications:
- High School Diploma or GED preferred
- Know how to use a two-way radio

Major Responsibilities and Duties:
The Campus Security Staff responsibilities include but are not limited to:
1. Patrol of assigned areas in campuses.
2. Deter unwelcome visitors entering campuses by identifying all persons at the entrance guard post.
3. Assist school administrators in the enforcement of school district rules and policies.
4. Report and possible criminal activity to the school administration and police.
5. Assist the UISD Police Department I the deterrence of crime by being visible throughout their assigned areas.
6. Remain alert for Safety hazards, disturbances, traffic violations, and suspicious acts or persons on UISD property.
7. Maintain a professional demeanor at all times with students, staff, and visitors to the United Independent School District.
8. Maintain a safe environment for all people visiting the school district property by reporting and maintaining a constant vigilance for safety hazards.
9. Report any Security Breaches while patrolling assigned areas in campus to UISD Police.
10. Able to submit daily logs of activities and submits written statements when assisting Administrations and UISD Police.
11. Security personnel will be utilized throughout the district as needed. If assigned to a campus, that does not mean permanent placement.

The Night Roving Security Staff responsibilities include but are not limited to:
1. Patrol assigned areas.
2. Conduct a physical building check all UISD campuses and facilities within the areas assigned.
3. Respond to alarm calls as dispatched by the Alarm Company monitoring station.
4. Reports any possible criminal violation to the UISD Police Officer on call that might have occurred on district property.
5. Remain alert for safety hazards, disturbances, traffic violations, fire hazards, and suspicious acts or person on UISD property.
6. Report any security breaches of campuses or district facilities while patrolling the district at night.
7. Documentation on daily activity using the daily activity log, which is, reviewed daily by the district chief of police.
8. Maintain a daily maintenance log regarding then assigned vehicle.
9. Be available by phone, email, or video conferencing during regular business hours to confer with district personnel.
10. Regular and reliable attendance is an essential job responsibility unless instructed to work from home by supervisor.
11. Assist in maintaining a safe and healthy work environment.

Distance Learning and Virtual Instruction Duties and Responsibilities
In the event of a school closure in response to a disaster, flood, extreme weather condition, fuel curtailment, epidemic, pandemic or other calamity, the following duties and responsibilities will be added to the above listed Major Job Responsibilities and Duties, as directed by the Superintendent.

12. Usage of personal equipment, including but not limited to personal cellular phone, personal computer, and personal internet service when working from home during a District closure due to government or Board order or during an emergency affecting normal District operations.

Security Guard (continued)

13. Perform other tasks and assume other responsibilities as may be assigned by supervisor. All employees are expected to comply with lawful directives.

Working Conditions:
Reading; ability to communicate effectively (verbal); ability to operate computer. Strenuous walking, standing, and/or climbing; ability to operate a motor vehicle; specific hearing and visual requirements; ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously. May be subjected to adverse and hazardous working conditions. Work outdoors in varying climate conditions; drive in all different areas of district at odd hours; on call 24 hours a day.

Distance Learning Working Conditions:
Tools/Equipment Used: Personal computer; use of and access to phone system; video/instructional equipment; and peripherals
Posture: Prolonged sitting
Motion: Repetitive computer work with frequent use of hands and wrists
Environment: Work from inside home or location other than school building
Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours.

Terms of Employment:

Wage / Hour Status:	Non Exempt
Minimum Salary:	$19,872
Pay Grade:	1
Minimum Work Days:	207
Months / Hours per Day:	11 / 8

Date Last Revised: 07/20

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skill that may be required.