



VRABE

REGIONAL ADULT BASED EDUCATION

Title: Building and Grounds Security Monitor

Reports To:	Site Administrator
Evaluated By:	Site Administrator
Degree(s):	Minimum High School Diploma
Experience:	Prior experience working with young adults and others and/or security work
Certification:	NA
General Description:	The Building and Grounds Security Monitor will develop a rapport with the students, faculty and public. She/He will show ability to handle small group situations, and to organize and lead students

Duties/Responsibilities:

1. Assists students and staff and Site Administrator in efficient operation of the Adult Education program
2. Maintains active vigilance in ensuring safety of students and staff
3. Engages professionally with everyone, and maintains calm in stressful situations
4. Enforces school policies and regulations
5. Prohibits smoking in and around buildings.
6. Prevents vandalism
7. Monitors parking violations of all vehicles on school grounds.
8. Investigates and acts upon any illegal activities either outside or inside the buildings.
9. Communicates with appropriate authorities.
10. Provides access control when appropriate.
11. Any other duties and responsibilities appropriate to the position.