



JOB TITLE	DEPARTMENT	REPORTS TO
Security Guard	Safety and Security	Director of Safety & Security

Position No: 79023	Length of Work Year: 12 Months
Salary Schedule: VGF	Date Approved: 12/10/19
FSLA: Non-exempt	Date Revised:

JOB GOAL
To assist in maintaining order, discipline, safety, and security at the assigned building.

MINIMUM QUALIFICATIONS

1. High School diploma or equivalent.
2. Good public relations skills.
3. Ability to perform the functions of the position.
4. Experience in a law enforcement related field preferred.
5. First Aid and CPR Certified (recommended).

DUTIES AND RESPONSIBILITIES

1. To monitor the presence of visitors on site, assuring that they are only in approved areas of the building and guide them to the appropriate location.
2. To monitor all vehicles that come on site.
3. To assist in the supervision of visitors in open areas of the site.
4. To patrol and monitor the building interior and perimeter (parking lot and grounds) for problems or issues. Close and lock gates and doors. To identify and respond to potential safety concerns.
5. To check anyone trespassing and report them to the Office of Security & School Safety.
6. To work with district administration to secure and lock down the campus during emergencies.
7. To assist all administrators when needed or called upon.
8. To make tours/patrols of the school's inner campus, including the perimeter and grounds, to ensure that school and district policies are enforced and to identify and respond to potential safety concerns.
9. To establish and maintain good rapport with all staff and visitors.
10. To follow all school board policies.
11. To exhibit good judgment and initiative in emergency situations.
12. To attend all district safety committee meetings.
13. To perform assigned tasks in a timely and efficient manner.
14. To perform assigned tasks with a high standard of quality.
15. To perform other duties as assigned by the supervisor.

PHYSICAL DEMAND CLASS:

Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.