

Job Title: SECURITY GUARD
Reports to: Sergeant and District Chief of Police
Dept./School: Assigned Campus (s)
Wage/Hour Status: Non-exempt
Date Revised: 2014-2015

Primary Purpose

Under general supervision, provide security and protection for students and vehicles in student parking lot.

QUALIFICATIONS

Education/Certification

High School Diploma or GED

Special Knowledge/Skills

Ability to record information
Ability to follow verbal and written instructions
Ability to work well with youth and adults
Ability to communicate effectively
Training and ability to subdue offenders, including use of handcuffs

Experience

Security Guard experience, preferred

MAJOR RESPONSIBILITIES AND DUTIES

Student Management

1. Monitor student behavior and enforce school rules related to student conduct, vehicle operation, and parking.
2. Resolve conflict or confrontation between students and report disturbances to principal or assistant principal.
3. Control traffic and parking on campus grounds.

Security and Parking

4. Register student vehicles and maintain accurate records of registration.
5. Work cooperatively with office personnel to inform students of problems with vehicles (i.e., improperly parked, lights on, etc.).
6. Assist law enforcement personnel as needed.
7. Notify police, fire department, or other appropriate authority of any situation requiring immediate attention.
8. Give directions or act as a guide to authorized visitors.

Communication

9. Report all legal infractions to Supervisor.

Other

- 10. Perform other duties assigned by supervisor.
- 11. Maintain confidentiality of information.

Supervisory Responsibilities

None

EQUIPMENT USED

Two way radio

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Continuous walking and standing, exposure to vehicle exhaust. Works outside and is exposed to extreme temperatures and inclement weather, May be subject to extreme physical acts of others (i.e., restraining students involved in altercations).

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 skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____