

TITLE: School Security
QUALIFICATIONS: HS Diploma or GED Equivalent; Excellent communication skills; Ability to perform basic tasks that require physical exertion; Pass a background check; Law enforcement training preferred
SUPERVISOR/REPORT TO: Elementary and MS/HS Principals

DUTIES AND RESPONSIBILITIES:

1. Assist in providing main entrance security at school sites including proper screening of students, bag searches, purses, and other carried items.
2. Supervise outer perimeter of school buildings including parking lots, bus pick-up areas, and other designated school grounds.
3. Work with other members of the school security team to provide appropriate front door and perimeter security within the building.
4. Monitor students in designated areas during class time, breakfast, lunch, and at any other time as assigned by the supervisor.
5. Check passes during the regular school day as assigned by the supervisor.
6. Conduct locker searches as assigned by the supervisor.
7. Monitor and file student misconduct reports (PBIS) with the Principal.
8. Supervise bus loading areas and the student parking lot after school.
9. Assist in ensuring students are getting to their designated areas in an orderly and timely manner.
10. Check all perimeter doors and windows at the end of each day to ensure they are properly locked and secured.
11. Ensure that all students are out of the building at the end of each day and that all unauthorized students and/or adults are removed from the premises.
12. Assist in providing security duties at extra-curricular activities, sporting events, and other school functions as assigned by the supervisor.
13. Assist in clearing the school building during emergency response drills.
14. Adhere to Administration instructions regarding the school's Emergency Response Plan.
15. Conduct duties and responsibilities in accordance with School Board policies, procedures, and protocol.
16. Proficient in Microsoft Office and use up-to-date technology to support instruction; including promethean board use and other electronic devices for assessment and content.
17. Duties as assigned.

Agreed to by: _____ Date: _____
Employee

Approved by: _____ Date: _____
Superintendent

It is understood that all situations cannot be covered in this job description. The best interests of the school, the students, and the staff will be considered in all circumstances and handled by the administration quickly and fairly. Each situation is different and will be handled on an individual basis.