



Job Title:	Security Guard	Wage/Hour Status:	Non-Exempt
Reports To:	Chief of Police	Pay Grade:	Police Salary Schedule
Dept. /School:	District wide/Assigned Campus(es)	Date Revised:	11/07/2011

Primary Purpose:

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

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Ability to follow verbal and written instruction
Ability to work effectively with high school students

Experience:

None

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. Conduct registration of student vehicles and maintain accurate records of registration.
5. Work cooperatively with office personnel to inform students of problems with vehicles (i.e., properly 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 authorize visitors.
9. Other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Two-way radio

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Ability to read and record information, communicate effectively (verbally); maintain emotional control under stress. Continuous walking, standing; exposure to vehicle exhaust. Work outdoors and is exposed to extreme and inclement weather. May be subject to extreme physical acts of others (i.e., restraining students involved in altercations).

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