JOB DESCRIPTION
SECURITY GUARD – CAMPUS ASSIGNED

JOB TITLE: Security Guard  WAGE/HOUR STATUS: Non-Exempt
REPORTS TO: Campus Principal  TERMS: 187 Days
DEPARTMENT: Campus Assigned  PAY GRADE: Manual/Trades

PRIMARY PURPOSE:
To ensure the safety and security of all campus personnel, students, and visitors as well as district property; performing the duties of a licensed peace officer in following the Texas Code of Criminal Procedure within the district

QUALIFICATIONS:

Education/Certification:

High School diploma or GED
Associates Degree in Criminal Justice preferred

Special Knowledge/Skills:

- Ability to follow verbal and written instructions
- Ability to communicate effectively both orally and in writing
- Ability to use appropriate intervention with students
- Skilled in the use and care of firearms, license preferred

Experience:

At least one-year in security work

MAJOR RESPONSIBILITIES AND DUTIES:

1. Patrol assigned routes and grounds watching for unauthorized persons, fire hazardous situations and/or suspicious circumstances

2. Investigate any and all reports of accidents, disturbances and distractions that occur on assigned campus

3. Monitor student and staff parking lots
MAJOR RESPONSIBILITIES AND DUTIES: (continued)

4. Secure all gates at the beginning of each day

5. Control and monitor traffic to and from campus

6. Establish and maintain effective working relationship with district officials and department staff

7. Be a positive role model for students

8. Use effective communication skills to present information accurately and clearly

9. Compile, maintain, and file all physical and computerized reports, records, and other documents required

Other:

10. Comply with district policies, as well as state and federal laws and regulations

11. Adhere to the district’s safety policies and procedures

12. Maintain confidentiality in the conduct of district business

13. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)

14. Demonstrate regular and prompt attendance

15. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:
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WORKING CONDITIONS:

Mental Demands

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15-44 pounds).

EVALUATION:

Paraprofessional Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: ____________________________________________ Date: __________________________

Signature: ____________________________________________ ESTABLISHED/REVISED: May, 2017