



Longview Independent School District

JOB DESCRIPTION SECURITY GUARD

JOB TITLE:	Security Guard	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Director	TERMS:	226 Days
DEPARTMENT:	East Texas Montessori Prep Academy	PAY GRADE:	Manual Trades 3

PRIMARY PURPOSE:

To ensure the safety and security of all campus personnel, students, and visitors as well as district property

QUALIFICATIONS:

Education/Certification:

High School diploma or GED

Special Knowledge/Skills:

- Ability to follow verbal and written instructions
- Ability to communicate effectively
- Ability to use appropriate intervention with students

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. Monitor student parking lots
3. Secure all gates at the beginning of each day
4. Control and monitor traffic to and from campus
5. Be a positive role model for students



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Communication

6. Use effective communication skills to present information accurately and clearly
7. Compile, maintain, and file all physical and computerized reports, records, and other documents required

Other

8. Comply with district policies, as well as state and federal laws and regulations
9. Adhere to the district's safety policies and procedures
10. Maintain confidentiality in the conduct of district business
11. 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)
12. Demonstrate regular and prompt attendance
13. Other duties as assigned

SUPERVISORY RESPONSIBILITIES

None

EQUIPMENT USED:

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; interpret policy, procedures, and data



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WORKING CONDITIONS: (continued)

Physical Demands/Environmental Factors:

Frequent standing, stooping, bending, kneeling, pushing, and pulling; may be required to lift and position students with physical disabilities; control behavior through physical restraint and assist non-ambulatory students; 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

EVALUATION: Auxiliary 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: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: March, 2017