

JOB TITLE  
DISTRICT SECURITY MONITOR

DIVISION  
OPERATIONS SERVICES

REPORTS TO  
COORDINATOR IN-SCHOOL  
SECURITY

SALARY SCHEDULE & GRADE  
IB, GRADE 5

LENGTH OF WORK YEAR  
AS APPROVED BY THE BOARD

DATE  
JANUARY 13, 2014

SCOPE OF RESPONSIBILITIES

Participates in monitoring District property and facilities, maintains order and acceptable conduct among students, and provides protection for students and faculty by patrolling school grounds.

PERFORMANCE RESPONSIBILITIES

1. Conducts routine security inspections of all District property within assigned area of operations.
2. Reports incidents to appropriate personnel and prepares reports of incidents which occur on District property.
3. Responds to calls for assistance as directed by security personnel.
4. Transports personnel and materials as directed by security personnel.
5. Guards specific locations as assigned.
6. Secures windows/doors utilizing provided materials as needed.
7. Conducts facility inspections of physical plant during inclement weather.
8. Secures and maintains crime scenes until relieved by District security staff.
9. Performs all other duties as assigned by Coordinator In-School Security.

PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires activities involving exposure to marked changes in temperatures and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

1. High School diploma or G.E.D.
2. Must be 21 years of age
3. Effective written and oral communication skills
4. Valid driver's license
5. Meets minimum entrance qualifications for Special Law Enforcement Officer

DESIRABLE QUALIFICATIONS

1. Knowledge of school system policies and procedures

011413  
07062