



NEW: REVISED
~~07/01/2019~~
 11/30/2022

Submitted:
~~06/11/2019~~
 11/29/2022

JOB TITLE:	FACILITATOR SAFETY AND SECURITY
DIVISION	ACADEMIC SERVICES AS ASSIGNED
SALARY SCHEDULE/GRADE:	IB, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8712
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES
Assumes responsibility for close monitoring of all entrances of building, for providing direction and information as to location of appropriate classes and/or services and for providing protection to occupants from unauthorized trespassers.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provides in-school security for faculty, staff, students and/or other program participants
Prevents visitors from entering the building or remaining in the building without authorization
Prevents visitors from entering unauthorized areas of the building
Reports all incidents occurring in the building on a daily basis to the building administrator and makes appropriate reports as required
Makes recommendations to local and system-wide office administrations for improvement of the security plan for the assigned building
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires activities involving exposure to marked changes in temperature and humidity.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Must be at least 21 years of age
Meet qualifications for commission from Department of Justice Must pass high level security screening
Ability to establish and maintain desirable rapport with community residents and participants
Effective communication skills

DESIRABLE QUALIFICATIONS
Previous experience as an in-school security guard
Experience in a diverse workplace



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