



Title: Security

Supervisor: Director

Responsibilities:

- Patrol and monitor hallways, stairwells, toilet facilities, outside facilities, and other public and unsupervised areas of the building to ensure safety and well being of students and staff.
- Ensure smooth traffic flow of students going to and from class and assigned locations
- Assist with supervision of breakfast and lunch periods and with morning arrival and afternoon dismissal of students
- Remove disruptive students from classes when necessary,
- Assist staff, police and emergency personnel with handling emergency situations or disruptive students
- Assist visitors with directions and and secure proper identification
- Challenge unauthorized visitors and escort them to exits
- Report any discipline infractions, unauthorized visitors and acts of vandalism to the principal. Notify the building administrator , police or appropriate emergency personnel of any emergency situation.
- Notify immediate supervisor of evidence of substance abuse, child abuse, child neglect, sever medical or social conditions.

Qualifications:

- High school diploma or equivalent
- Have excellent integrity and demonstrate good judgment and initiative
- Exhibit a personality that demonstrate
- Provide a BCI/ FBI background check

Conduct:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the District. Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible,intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief and practice of ethical principles and democratic values.