

**Roswell Independent School District
Job Description**

Job Title: SUBSTITUTE SECURITY GUARD

Reports To: BUILDING PRINCIPAL/ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES

General Job Description:

To maintain the security and safety of student body, faculty and staff. Patrol campus and maintain security of buildings and grounds.

Essential Duties and Responsibilities:

1. Provide a safe secure environment for students, staff and guests on campus.
2. Establish and maintain good rapport with students, staff and community members.
3. Helps to create and maintain a working relationship with the local police and fire and rescue departments.
4. Assist in development and implementation of action plans to provide safe environment and immediate response to imminent threats of violence, criminal incidents, emergency medical incidents, auto accidents and others.
5. Regulate student's behavior on campus, in cafeterias, restrooms, parking lots and other open areas.
6. Assist with controlling classroom disturbances or acts of defiance. Request assistance from school administration and/or police when necessary.
7. Detain students suspected of narcotics, tobacco, or alcoholic infractions.
8. Investigate, review, and report to school administration and local, state and federal law enforcement agencies, as appropriate, on accidents, incidents and violations of law.
9. Patrol and confront unauthorized persons for questioning and checking for passes and identification cards as needed.
10. Assist law enforcement officers as directed by school administration.
11. Direct traffic and parking on campus; check vehicles for proper parking authorization; determine if vehicles are parked in restricted areas.
12. Follow district policies and administrative rules and regulations.
13. Maintain proper paperwork/reports to ensure all complaints filed with law enforcement have been signed off by the principal or their designated representative.
14. Ensure doors/gates are locked and opened at designated times determined by principal.
15. Supervise and patrol assigned school activities.
16. Observe and report violations of safety and health codes.
17. Demonstrate problem solving and responsible decision making skills.
18. Maintain and project professional appearance as it relates to job performance.
19. Patrol after school events as needed.
20. Assume fire alarm responsibilities as assigned by principal.
21. Monitor security surveillance equipment to protect facilities and assets.
22. Maintain confidentiality with sensitive matters.
23. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
24. Report to work on time and work no less than 7.25 hours per day.
25. Work independently with very little supervision.
26. Ability to deescalate students/parents/staff; listening/visiting with them about their concerns prior to them meeting with administrators.
27. May be required to perform other related functions/duties as assigned by supervisor(s).

Supervisory Responsibilities:

None

Qualifications:

1. High School diploma or GED required.
2. Private security or public police experience preferred including knowledge of school and local laws (including search and seizure).
3. Valid Driver's license and Car Insurance.

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- 4. Basic First Aid knowledge preferred.
- 5. Demonstrate knowledge of security procedures.
- 6. Demonstrate aptitude for successful completion of the task assigned.

Special Instructions:

No firearms will be authorized or carried at any time in the performance of these duties.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and walking several hours per day in hallways and outside, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

- 1. Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)
- 2. Knowledge of basic first aid and CPI training.
- 3. General knowledge of safety in operation of motor vehicle.

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date