

CLOVIS MUNICIPAL SCHOOLS JOB DESCRIPTION

Position: Security Guard

Supervisor: Principal

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 Job Functions:

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. Perform other tasks as may be deemed appropriate by the supervisor and/or Superintendent.

Additional Duties and Responsibilities:

1. Maintain and project professional appearance as it relates to job performance.
2. Patrol and set up for after school events as assigned.
3. Assume fire alarm responsibilities as assigned by principal.
4. Monitor security surveillance equipment to protect facilities and assets.
5. Submit work orders as needed.

Qualifications:

1. High school diploma or GED required.
2. Demonstrated aptitude for successful completion of the task assigned.
3. Demonstrated knowledge of security procedures.
4. Private security or public police experience preferred including knowledge of school and local laws (including search and seizure).

5. Valid driver's license.
6. Basic First Aid knowledge preferred.
7. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

Physical Requirements:

Sitting and/or driving for long periods of time, standing and/or walking for long periods of time, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, moving light furniture and/or equipment, walking several hours per day in hallways and outside. Must be able to work in heat and cold (outside seasonal temperatures).

Safety and Health Requirements:

1. General knowledge of safety in operation of motor vehicle.
2. Knowledge of universal hygiene precautions.
3. Knowledge of basic first aid and CPI training.

Work Environment:

Work may be performed outside in seasonal temperatures as well as inside of buildings. Work is performed during both daylight and night hours. Flexibility and patience are required. May have to work with ropes, chains, locks, pylons, and gates that need to be moved or carried to secure areas. Must be self-motivated and able to complete job assignments without direct supervision. Must be able to work under stressful conditions.

Special Instructions:

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

Terms of Employment:

Salary and work year to be established by the Superintendent and School Board.