

USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

POSITION TITLE: **HIGH SCHOOL SECURITY GUARD**

SUPERVISOR: High School Principal

PAYMENT RATE: According to Educational Support Staff Salary Schedule

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Maintain current TB testing as required by Health Department regulations. (after employment offer is made).

ESSENTIAL FUNCTIONS:

1. Patrol the parking lot and grounds of the High School during the school day for the purpose of maintaining a safe school environment.
2. Monitor arrival and departure of visitors to the High School to provide a safe learning environment.
3. Notify school administration of any security risks to students or staff so that the administration is kept apprised of all situations.
4. Notify school administration of any damage to outside property of the High School for the purpose of reporting to authorities and insurance companies.
5. Communicate effectively and work cooperatively with school district staff and community members to ensure an effective work environment.
6. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
7. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the working unit.

PHYSICAL REQUIREMENTS/ ENVIRONMENTAL CONDITIONS:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-pace, high-intensive work environment.

TERMS OF EMPLOYMENT:

At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 07/21/2008

