

WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

SCHOOL SECURITY GUARD

QUALIFICATIONS:

- High School diploma/equivalent
- Demonstrated aptitude or competence for assigned responsibilities
- Shall meet physical and mental requirements for the position
- Have three (3) years of experience in law Enforcement, Emergency Response, Military or security related position
- Demonstrates the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary
- Must be able to interact positively with students, staff and members of the community
- Must be able to take direction and work as part of a team
- Must be able to direct traffic
- Must be willing to work overtime for extra-curricular events
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Building Principal

SUPERVISES: N/A

JOB GOAL: N/A

PERFORMANCE RESPONSIBILITIES:

1. Manage and maintain entry to school buildings.
2. Ensure grounds are free from unauthorized visitors, vehicles and suspicious packages.
3. Reports all incidents and occurrences that compromise security.
4. Maintains a log of areas visited and observations.
5. When assigned a patrol, adheres to the patrol in a timely fashion completing all checks as required.
6. Contribute to maintaining an atmosphere conducive to learning.
7. Ensure the safety and well-being of students, staff and visitors to the school.
8. Maintain interior posts, check rooms or patrol the perimeter as directed, to ensure compliance with school/district security policy.
9. Patrol and monitor hallways, stairwells, toilet facilities, outside facilities, and other public and unsupervised places of the school to ensure the safety and well-being of students and staff and the security of the facility.
10. Assist the School Resource Officer (SRO), police or other emergency services personnel as directed by the Principal or designee.
11. Identify and escort any unauthorized persons to the main office of the respective school.
12. Escort disruptive students and others to their assigned location, and report all who refuse.
13. Report immediately, in accordance with procedure, any vandalism or damage to school property.
14. Attempt to prevent any destruction of school/district property and private property and report same to the appropriate school official.
15. Monitor hallways and the parking lots through the day.
16. Insure that all authorized persons have appropriate district identification badge.
17. Conduct ongoing door checks.
18. Assist with directing traffic at the opening and closing of the school day to maintain safe, efficient traffic flow and monitor the arrival, departure, loading and unloading of buses.

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19. Intervene in the event of a fight or other disturbance including use of verbal de-escalation techniques, separation of disruptive parties and crowd control.
20. Participate in emergency drills or crisis situations as in line with the school's emergency plan.
21. Perform all other duties as directed by the Principal or their designee, which shall fall within the scope of his/her employment.

TERMS OF EMPLOYMENT:

This is a ten month position. Salary, holidays and benefits are to be negotiated annually with the Board of Education.

EVALUATION:

Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of support staff.

PHYSICAL REQUIREMENTS:

1. Ability to walk interior and exterior areas of school campus.
2. Ability to stand or sit at fixed posts.
3. Ability to use required force when necessary, as dictated by policy and training.
4. Ability to run or walk quickly to incident requiring immediate attention.
5. Ability to use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.

STATEMENTS OF AGREEMENT:

Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

Signature

Date

Approved: 8/13/2014

Revised: 2/22/2023