

MACON COUNTY SCHOOLS

SECURITY GUARD

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Training in law enforcement or security field.
- (3) Successful experience working in related field preferred.
- (4) Must meet background clearance requirements as specified by Alabama Statutes and State Board of Education regulations.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to relate to and work with students and adults in a positive manner. Demonstrate effective oral and written communication skills. Ability to follow written and verbal instructions. Basic knowledge of technology and ability to apply knowledge to assigned areas of responsibility. Ability to plan and organize. Knowledge of operation of office and audio-visual equipment. Ability to work cooperatively with colleagues. Ability to be flexible. Ability to maintain confidentiality. Ability to deal with persons from varied backgrounds.

REPORTS TO:

Assistant Principal

JOB GOAL

To assist the school administration, faculty, and staff in providing a safe, secure school environment.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Maintain an orderly environment where teaching/learning can occur.
- * (2) Assist with student supervision as assigned.
- * (3) Assist in maintaining the security of records, materials and equipment.
- * (4) Assist in the enforcement of school rules and the regulations.
- * (5) Work closely with the school administration to provide a safe school environment.
- * (6) Maintain high visibility throughout the school campus.
- * (7) Be aware of student traffic patterns and frequent areas where students congregate.
- * (8) Maintain immediate communication channels with school administrator at all times.
- * (9) Serve as contact person with community agencies that can provide emergency services.
- * (10) Provide administration with periodic updates regarding activities relating to student conduct and safety.
- * (11) Provide supervision at extracurricular activities as assigned.
- * (12) Communicate effectively with the staff members, students, parents, administrators, and other contact persons using tact and good judgment.
- * (13) Follow attendance, punctuality, and proper dress rules.
- * (14) Ensure adherence to good safety standards.
- * (15) Maintain confidentiality regarding school/workplace matters.

SECURITY GUARD (Continued)

- * (16) Model and maintain high ethical standards.
- * (17) Demonstrate initiative in the performance of assigned responsibilities.
- * (18) Maintain expertise in assigned area to fulfill project goals and objectives.
- * (19) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (20) Keep supervisor informed of potential problems or unusual events.
- * (21) Respond to inquiries and concerns in a timely manner.
- * (22) Serve on school/system committees as required or appropriate.
- * (23) Exhibit interpersonal skills to work as an effective team member.
- * (24) Demonstrate support for the school system and its goals and priorities.
- * (25) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- * (26) Prepare all required reports and maintain all appropriate records.
- * (27) Participate in cross-training activities as required.
- (28) Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.
Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 06

*Essential Performance Responsibilities