



LEYDEN
HIGH SCHOOL DISTRICT 212

Title: Inside/Outside Security Substitute

FLSA Status: Not Exempt

Location: East or West Leyden

Wages:

\$130 per day - Full Day Substitute / \$70 per day - Half Day Substitute (4 hours)

The Inside/Outside Security Personnel work with administration, faculty, and staff to prevent the misuse of facilities by students and unauthorized persons, and to assist in maintaining an educational climate by supervising corridors, washrooms, entrance ways, and exterior building areas for the protection of all students, staff, and property.

ESSENTIAL FUNCTIONS

1. Ability to stand, walk, run, and/or climb stairs on your assigned security route for the entire workday.
2. Ability to speak in a clear and understandable manner and write legibly.
3. Ability to visually and audibly survey areas under supervision for the entire workday.
4. Ability to meet daily attendance requirements.
5. Ability to work flexible hours as needed.
6. Ability to be aware of the security of the students, staff, and school property.
7. Must possess a valid unrestricted driver's license.
8. Bilingual (Spanish) speaking and writing skills preferred.
9. Ability to maintain confidentiality regarding staff and student personal record information.
10. Ability to maintain confidentiality regarding employee issues, concerns, and/or disciplinary procedures.
11. Ability to maintain confidentiality regarding student issues, concerns, and/or disciplinary procedures.

TASKS PERFORMED AND RESPONSIBILITIES ASSUMED:

1. Check students' passes in the building and as they enter and exit the building.
2. Direct visitors to proper offices, and clear the grounds of unauthorized visitors.

3. Stop disturbances and any undue distractions. Escort offenders to the proper authorities.
4. Apprise students of all school rules and address behaviors accordingly.
5. Check for any damage to the building and grounds and report the same to the appropriate departments.
6. Attend meetings as requested by the Deans, an administrator, or the Educational Support Personnel Supervisor.
7. Supervise the school grounds, athletic fields, parking lots, etc. Allow only registered vehicles to park in designated areas. Report license numbers of automobiles that may cause suspicion. Assist with traffic control in emergency/disaster situations.
8. Must wear uniform supplied by the District in performance of duties.
9. Proficiency using the student identification system.
10. Proficiency using the building security cameras.
11. Proficiency in using the Rapture security system.
12. Serve as a role model for students demonstrating integrity, honesty, and responsibility to set a good example for student behavior.
13. Perform home visits to verify in-district residency.
14. Attend off-campus functions such as prom, graduation, etc. and provide security, traffic control, etc. as needed.
15. Perform other duties and special assignments as directed by the Dean of Students, an Administrator, or the Educational Support Personnel Supervisor.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, bend, write, type, speak, and listen. In addition, the employee may occasionally be required to bend, twist, reach and climb. Specific vision abilities required by this job include close, peripheral and distant vision. Ability to work in an office environment, sitting, standing, light lifting, filing, operate office machines and computer, communicate with staff and others. Occasional lifting, otherwise non-demanding physical office activities.

The noise level in the work environment ranges from quiet/moderate to loud. The employee is frequently required to interact with the other staff. The employee is directly responsible for the safety and well-being of students.

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position, and additional duties may be assigned.

Reviewed and Agreed to by:

Employee Signature

Date