



Tolleson Union High School District #214 Security Guard

Purpose

The job of Security Guard is done for the purpose/s of providing for the safety and welfare of students while on school grounds; observing personnel and/or visitors; enforcing truancy and disciplinary policies; communicating information, observations, and/or incidents that have potential impact on the general well being of students, personnel and/or visitors; and supporting administrative and/or campus activities.

Qualifications

Required:

1. High school diploma or General Educational Development diploma (GED).
2. Must be at least 21 years of age.
3. Valid AZ Department of Public Safety (DPS) Identity Verified Print (IVP) Fingerprint Clearance Card.
4. Must be able to obtain and maintain a valid Class D Arizona Driver License.
5. Possesses and maintains a First Aid, Cardiopulmonary Resuscitation (CPR) certification.
6. Strong oral and written communication skills.
7. Must possess computer skills including Word, Excel, and Power Point.
8. Ability to maintain confidential materials and information.
9. Ability to maintain appropriate interpersonal relations with students, parents, and other staff of the district.
10. Ability to organize/schedule own work and prioritize work based on the Districts' need and level of urgency.
11. Ability to maintain records and equipment.
12. Ability to receive direction on projects/tasks as designated.

Preferred:

1. Bilingual in English and Spanish.

Essential Functions

1. Checks student identification for the purpose of ensuring that only authorized students and visitors are on campus.
2. Investigates any incident of disorderly conduct as directed by the administration for the purpose of making accurate written and oral reports necessary to maintain established district regulations for a safe and secure environment.
3. Patrols all common areas (e.g., lunchroom, classrooms with substitutes, detention, hallways, parking lots, etc.) for the purpose of ensuring student are in compliance with the established regulations for maintaining a safe and positive learning environment on district property.

4. Reports all known or suspected incidents of inappropriate behavior to appropriate site personnel (e.g., injuries, altercations, suspicious activities, etc.) for the purpose of ensuring follow-up in accordance with administrative guidelines.
5. Responds to emergency situations for the purpose of addressing immediate safety concerns.
6. Secures all parking lots and common areas during sporting and/or other special events for the purpose of maintaining efficient traffic flow and use of parking lot/s.
7. Participate in mandatory District/Local in-service training programs.
8. Upholds all campus and District rules and regulations.
9. Ensure that cameras are properly working and are capturing footage of incidents.
10. Maintain the digital surveillance system, digital recordings, digital investigative files, and ensure the proper service and efficiency of the system.
11. Coordinate with the information technology (IT) department for system updates, service, training, and assistance.
12. Review footage to aid in investigations or to report incidents or emergency situations. .
13. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Skills, Knowledge, and Abilities

SKILLS are required to perform single, non-technical tasks using existing skills. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices and having bilingual skills is preferred.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: ability to direct own work and to coordinate duties with administration.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: Ability required to maintain appropriate interpersonal relations with students and staff of the district.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget. There is some opportunity to effect the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and some fine finger dexterity. Generally, the job requires 5% sitting, 50% walking, and 45% standing. The job is performed under some temperature extremes.

Reports to:	Principal or Assistant Principal
Terms of Employment:	Nine-month, full time
Evaluation:	This position will be evaluated annually as outlined in Governing Board Policy
FLSA Status:	Exempt
Salary:	Support Staff Initial Placement Salary Schedule, Grade 10
Board Approval:	May 28, 2024 (Revised) February 25, 2025 (Revised)