

POSITION DESCRIPTION

Security/Gate Monitor

Revision Date: 12/03/12

Reports to:	Information Technology Director
Supervises:	NA
General Description of Duties (Knowledge, Skills and Abilities):	
To monitor all incoming and outgoing traffic at the front gate of the school.	
Qualifications/Experience	
Must have a High School Diploma or GED. Two years of Security or Law Enforcement experience is recommended.	
Major Functions	
<u>MONITOR ALL WALKING AND DRIVING TRAFFIC</u>	
<ul style="list-style-type: none">• Will halt all traffic to and from school to determine the business of each.• Security will radio the offices for clearance of all visitors.	
<u>MONITOR CHS VEHICLES FOR REGISTRATIONS</u>	
<ul style="list-style-type: none">• Walk through parking lot to ensure all stickers for school parking are displayed properly.• Monitor all vehicles to ensure that they are parked in designated areas.	
<u>MONITOR TRAFFIC</u>	
<ul style="list-style-type: none">• Do not allow any walkers beyond the gate until all buses have left campus in the evening.• Report all speeding incidents to front offices.	
<u>EXTREMELY APPROPRIATE DEMEANOR FOR ALL VISITORS</u>	
<ul style="list-style-type: none">• Meet all traffic, walking or driving, in a polite and professional manner.• Assist and direct all visitors with parking in correct areas, informing them where the front offices are located, and gives directions to campus buildings.	
<u>MONITOR STUDENT ARRIVALS AND DEPARTURES</u>	
<ul style="list-style-type: none">• Check with offices via two-way radio to assure students leaving campus are cleared to do so.• Log all students' leaving time and who they are with when leaving.	
<u>EVALUATION</u>	
<ul style="list-style-type: none">• Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.	
<u>PHYSICAL REQUIREMENTS</u>	
<ul style="list-style-type: none">• The job will require sitting, standing, walking, lifting, speaking, visual and hearing acuity.• May be required to exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force as needed to move objects.• Shall be required to reach with hands and arms, and use hands and fingers to handle objects and operate tools, computers and/or controls.• Must have the ability to restrain a physically active individual, as a temporary safety measure.	
<u>OTHER (NON-REGULAR)</u>	
<ul style="list-style-type: none">• May be asked to perform other duties as assigned.• Must be able to work independently.• Must possess the ability to multi-task.	
Appearance/ Disclaimers:	
All staff are expected to dress in a professional manner, in accordance with the personnel policy, at all times when on duty. This Position Description is not a binding contract. Management, with approval of the School Board, has the right to alter this position description without notice.	