



# Cicero School District #99

**Job Title:** Security Guard (12 month position)

**Reports to:** Director of Security

## **Position Summary:**

To assist students and staff by maintaining a safe, secure environment so that students may receive the greatest benefit from their educational opportunities.

## **Qualifications & Requirements:**

State the minimum qualifications required to successfully perform the job. These are the qualifications that are necessary for someone to be considered for the position.

- High school diploma or equivalent preferred
- Must have a Valid Illinois Driver's License
- Other duties as assigned by supervisor and or his/her designee
- Ability and willingness to follow instructions
- Ability to perform duties in public places with a minimum of disturbance.
- Ability to work effectively with students, staff, and public
- Physically able to bend over lift and carry up to 50 pounds

## **Duties & Responsibilities:**

- Assists in supervising the interior of the building including halls, instructional areas and stairways.
- Assists in supervising the cafeteria during all café hours.
- Conducts frequent unscheduled inspections of washrooms and other areas of the building.
- Assists in administering the building passes and identification program for students, teachers and visitors.
- Assists in enforcing the student behavior code.
- Monitors parking areas and other outside school areas.
- Maintains communication with all staff departments such as maintenance, deans, cafeteria, administration, and nurses.
- Monitor security cameras.
- Assist with arrival and dismissal of students, including directing traffic.
- When necessary make sure doors and windows are either locked or unlocked as appropriate.
- Performs such other tasks related to his job as assigned by the Administration, Supervisor of Security.
- Assists at any of district 99 properties as needed
- Employees must have their own form of transportation to be able to travel between buildings. Mileage to other sites will be reimbursed.

**Working Environment:**

Office and diverse school site environments; fast-paced work; constant interruptions; periodic evening and weekend work.

**Physical requirements**

The usual and customary methods of performing the job's functions require the following physical demands:

- Must be able to stand and walk for hours at a time
- Must be able to work around students, staff, parents, and the possibility of difficult people
- Must be able to work with minimal supervision
- Occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; stooping, kneeling, crouching, and/or crawling;
- Generally, the job requires 90% standing, 50% walking, and 10% sitting.
- Employee must be able to lift and carry 50 pounds

**Terms of Employment:**

Start Date: TBD

Hours: Monday through Friday

- 1<sup>st</sup> Shift: 6:00 a.m. – 4:00 p.m. (8 hour day - will be determined upon hire)
- 2<sup>nd</sup> Shift: 12:00 pm - 10:00 pm (8 hour day - will be determined upon hire)
  - After hire your shift can fluctuate 2 hours in either direction. You will be provided with 2 weeks notice prior to your shift change taking effect.

Work Year: Twelve Month Employee

Compensation: \$17.64/hour or \$19.84/hour with [PERC card](#)

Union Affiliation: Non-union position - follows board policy

All applicants (internal and external) need to complete an online application located on the Cicero School District #99 web site at [www.cicd99.edu](http://www.cicd99.edu).