

CAMPUS SECURITY GUARD – SUBSTITUTE

FLSA Status:	<i>Non-Exempt</i>
Supervisor:	<i>Assistant Director of Security; Principal or designee</i>
Supervises:	<i>None</i>
Salary Schedule:	<i>\$17.13/hour</i>
Terms of Employment:	<i>Substitute Security serve at will, are not employed for any specific length of time and have no property rights in their employment</i>
Job Goal:	<i>To contribute to the establishment and maintenance of a safe and positive educational atmosphere within the school environment. This involves proactively monitoring and support to promote a secure setting conducive to learning.</i>
Minimum Qualifications	
<ol style="list-style-type: none"><i>1. High School Diploma or equivalent</i><i>2. Minimum level one state certification or training for security or, obtain Level one within first year</i><i>3. Successful passing of fingerprint and background check.</i><i>4. Must be able to communicate with staff, students, and public.</i>	
Preferred Qualifications:	
<ol style="list-style-type: none"><i>1. Bilingual in English and Spanish</i><i>2. Minimum two years' experience with law enforcement/corrections or, minimum two years' experience with the fire department or,</i><i>3. Honorably discharged military/reserve</i><i>4. Previous experience as security guard, law enforcement, military</i>	
Job Duties	
<ol style="list-style-type: none"><i>1. To initiate preventative measures to reduce delinquent acts and to uphold and enforce school rules, administration instructions and regulations, board policy, and state regulations.</i><i>2. To observe, monitor, and ensure student compliance with the rules of conduct in all on-campus areas or adjacent locations. To advise students who are in non-compliance and to take appropriate action while respecting the legal rights of all individuals</i>	

3. *To observe and monitor gatherings and movements of groups of students to ensure that the proper school climate is maintained*
4. *To observe, monitor, and report non-student activity on the campus or adjacent locations and take appropriate action to ensure the educational climate is not disrupted*
5. *To provide supervision and protective security for students, school personnel, buildings, and grounds, and others on the school grounds*
6. *To be present as requested in parent conferences*
7. *To prepare and maintain accurate and complete records and reports as required by the district or principal*
8. *To assist in the supervision of school activities and functions as needed*
9. *To maintain professional competence through in-service education activities and/or self-selected professional growth activities*
10. *To work cooperatively and maintain professional, courteous and ethical relationships with district employees, students, and other community professionals within specific areas of responsibility*
11. *To attend staff and safety meetings as required*
12. *To assist in the investigation of criminal acts in the school and share safety information or intelligence with the appropriate staff and administrators*
13. *To assist in regulating traffic and parking on or off school property*
14. *To be or become knowledgeable about law enforcement, juvenile court procedures, traffic control, alcohol/drug control, human relations, investigative protocol, first aid procedures, school district policies.*
15. *Agrees to fulfill performance responsibilities in the location(s) assigned*
16. *Complies with local, state, and federal rules and regulations*
17. *Performs such other tasks as may be assigned within the parameters of the job description and job analysis*
18. *Escorting disruptive students to school administrator(s)*
19. *Guards will maintain a visible, mobile, Omni-presence outside and inside the school*
20. *Campus guards' main purpose is to prevent, observe, and report to school administrators any safety concerns or issues*
21. *Campus guards are authorized with administrative presence to conduct searches and seizures of contraband per New Mexico Administrative Code*
22. *Exhibit professionalism by maintaining good attendance and adhering to contract hours*
"Appropriate action" is an action that best fits a particular situation. It may be determined by constitutional law, state law, the principal, assistant principal, security officer, or the district security coordinator, acting in compliance with school policy. In different situations, "appropriate action" may be:
 - a. *Responding quickly and quietly*
 - b. *Assess the situation and respond per training and experience.*
 - c. *Calling for assistance, etc. Use authoritative and command presence*

- e. Verbally engage and use authoritative commands*
- f. Distract the suspects, students, or combative parties*
- g. Laying on of hands and physical controlling unruly parties*
- h. Applying appropriate, reasonable, and justifiable use of force*
- i. Defense of self and others is authorized to prevent injuries*
- j. Reporting to administration*
- k. Escorting students or non-students to the office*
- l. Advising students and non-students of policy violations*

- 23. Comply with the Code of Ethics, administrative directives, board policy, state and federal statutes and rules and regulations.*
- 24. Communicate and display courteous and professional behavior toward students, the public, the Immediate Supervisor, School and District Administrators, staff and peers.*
- 25. Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act and other applicable state and federal statutes.*
- 26. Evenings and weekend work may be required.*

MACHINES, TOOLS, EQUIPMENT AND WORK TOOLS

Various machines and equipment including but not limited to computer, telephone, instructional technology.

WORKER TRAITS—Aptitudes

- 1. verbal ability required to understand oral and written instructions*
 - 2. motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job*
 - 3. manual and finger dexterity required to operate machines and equipment precisely and rapidly*
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EVALUATION

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

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I accept this position offered and agree to the above job description.

*Print Name*_____

*Signature*_____ *Date*_____

*Approved By*_____ *Date*_____