Cedar Hill Independent School District
Job Description

Job Title:	Security Guard	**Wage/Hour Status:**	Nonexempt
Reports to:	Security Guard, Lead	**Pay Grade:**	810 Safety & Security
Dept./School:	Police Department	**Number of Days:**	178
Funding Source:	Grant Funded		

Purpose:
The job of Campus Security Officer was established for the purpose/s of providing for the safety and welfare of students while on school grounds; monitoring personnel and/or visitors; communicating information in response to inquiries; and enforcing the school and District rules and regulations pertaining to student academic behavior and drug prevention.

Qualifications:

Education/Certification
Targeted job related education that meets organization's prerequisite requirements
CPR/AED First Aid Certification
Valid Driver's License & Evidence of Insurability
Texas Department of Public Safety Level III Certification
Criminal Justice Fingerprint/Background Clearance

Skills, Knowledge and Abilities
Required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including software; and preparing and maintaining accurate records.

Required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; interacting positively/building relationships with students and staff; maintaining confidentiality; working as part of a team; setting priorities; and working with frequent interruptions.

Working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Experience
Job related experience with increasing levels of responsibility is desired.

Major Responsibilities and Duties:
- Advocates for students for the purpose of building relationships and developing a safe learning environment.
- Attends meetings (e.g. MDT meetings, court sessions, probation, diversion, etc.) for the purpose of gathering and dispensing information.

- Communicates district and/or school policies and enforcement procedures to students, personnel and visitors for the purpose of ensuring their understanding and the potential consequences of violation.
- Monitors students within a variety of school environments (e.g. school grounds, restroom, parking lot, halls, adjacent areas, etc.) for the purpose of ensuring student compliance to established regulations, providing mediation, and maintaining a safe and positive learning environment.
- Patrols school facilities (e.g. grounds, roads, buildings, adjacent areas, parking lots, etc.) for the purpose of providing administrative visibility, maintaining security/deterring crime, and building relationships with students and staff.
- Prepares written materials (e.g., student passes, incident and activity reports, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Provides positive reinforcement to students (e.g. encouragement, consistency, positive attitude, etc.) for the purpose of acting as a role model and supporting students in meeting individual plan objectives and school-wide discipline plans.
- Provides traffic and parking control for the purpose of maintaining efficient traffic flow and use of parking lot/s.
- Refers incidents to appropriate site personnel for the purpose of ensuring follow-up in accordance with administrative guidelines.
- Responds to emergency situations (e.g. fights, injuries, incidents, suspicious activities, etc.) For the purpose of addressing immediate safety concerns.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors

- **Tools/Equipment Used:** Standard office equipment including personal computer and peripherals.
- **Posture:** Frequent sitting and standing; occasional bending/stooping, pushing,/pulling, and twisting.
- **Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching.
- **Lifting:** Occasional light lifting and carrying (less than 15 pounds).
- **Environment:** May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise, risk of injury, or illness; occasional district-wide travel.
- **Mental Demands:** Work with frequent interruptions; maintain emotional control under stress.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by:_____ Date: _____
Employee Name/Signature

Approved by:_____ Date: _____
Supervisor Name/Signature

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