Cedar Hill Independent School District
Job Description

Job Title:	Security Guard, Lead	**Wage/Hour Status:**	Nonexempt
Reports to:	Police Lieutenant	**Pay Grade:**	820
Dept./School:	Assigned Campus	**Number of Days:**	226
Funding Source:	Local		

Primary Purpose:

Supervises all the Security Guards and Crossing Guards. Conducts Security Officer Duties on and around his / her assigned campuses, areas of responsibility, or at District sponsored events (on or off campus).

Qualifications:

Education/Certification:

High school diploma, GED, or equivalent
At least sixty (60) semester hours of accredited college
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

Required Knowledge, Skills, and Abilities:

Must be able to pass extensive comprehensive background investigation that includes a medical, psychological and polygraph examination
Proficiency in the procedures of school district security operations and a demonstrated working knowledge of the Texas Education Code
Proficiency in the care, maintenance, and operation of the police radio, metal detector, dvr camera system, and general office equipment
Effectively operate district vehicles and other equipment in a safe and efficient manner.
Ability to decisively choose appropriately among several alternative solutions for situations that change occasionally and rapidly
Ability to interpret and apply established regulations, rules, policies, and procedures
Ability to work courteously with others in a diverse cultural environment and can deal effectively in routine contacts with the public and staff, and under stressful situations involving the maintenance of law and order
Ability to think clearly and act effectively in emergency situations, including the ability to apply emergency first aid/CPR techniques
Physical ability to perform assigned tasks and functions that may often be hazardous and unpredictable
The ability to work effectively with juveniles and juvenile crime(s), as well as with young adults

Experience:

At least five (5) years experience as a full-time supervisor in a school district or similar environment (preferred).

Major Responsibilities and Duties:

Other Functions

- Schedules work assignments, evaluates, and supervises work of the Security Officers and Crossing Guards.
- Supervise and train personnel on the district's security systems; cameras, radios, and reporting programs.
- Patrols, by foot or vehicle his/her assigned area and enforces district rules and regulations, and board policies.

- Coordinates, supervises, and trains personnel on operation of school security; metal detection devices and random screenings.
- Prepares and implements schedules of special events as pertains to security.
- Deals effectively with the public, and district employees on security matters.
- Keeps records and makes reports concerning security operations.
- Maintains daily logs and prepares accurate reports required by departmental policies.
- Administer emergency first aide and/or CPR.
- Participate in community relations activities as authorized and directed.
- Complies with the rules and regulations listed in the Department Policies and Procedures Manual.
- Performs other duties as assigned by the chief of police.

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

*Cedar Hill ISD is an equal opportunity employer and will consider all candidates for employment without regard to race, color, religion, sex, national origin, age, marital status, disability status, protected veteran status, or any other characteristic protected by law.