

**MONMOUTH REGIONAL HIGH SCHOOL
JOB DESCRIPTION**

TITLE: SECURITY GUARD

QUALIFICATIONS:

1. Experience in school security.
2. Criminal history background check and proof of U.S. citizenship or legal resident alien status.
3. Valid New Jersey driver's license.
4. Demonstrated and sustained ability to perform all of the necessary physical and mental functions of active job performance.
5. Sensitivity for cultural diversity.
6. High School Graduate or GED equivalent

REPORTS TO: Assistant Principal

JOB GOAL:

The security guard position shall work cooperatively with and carry out tasks under the direction of the Assistant Principal. The security guard plays a vital role in assisting the Administrative team in maintaining a safe and secure school climate. He/ she will maintain school safety and security by patrolling the interior and exterior of the school campus. Communication with Administrators, the School Resource Officer (SRO), the Crisis Management Team, Transportation and Maintenance will be critical.

PERFORMANCE RESPONSIBILITIES:

1. The ability to work effectively with a diverse student population.
2. The ability to work effectively with administration and staff.
3. Communicate effectively with administration, students, parents, school visitors and school staff.
4. Initiate and maintain school safety and security by maintaining a presence in the parking lots, locker rooms, bathrooms, hallways and grounds.
5. Direct Community Aides as needed.
6. Secure all exterior doors.
7. Report any suspicious activity or emergency situations to the Assistant Principal.
8. Work closely with the Assistant Principal and the School Resource Officer.
9. Be a member of the Crisis Management Team.
10. Maintain communication with Transportation and Maintenance to ensure a thorough knowledge of the use of the building.
11. Demonstrate good judgment and common sense.
12. Administer discipline to students for minor infractions. For example, if no ID card is present, may issue discipline.
13. Other duties as delegated by the Assistant Principal.

TERMS OF EMPLOYMENT:

Ten (10) months in accordance with published annual school calendar. This job title is a member of the Monmouth Regional Educational Association.

EVALUATION:

To be completed annually by the Assistant Principal.

Board Approved: 2009

Board Approved: October 21, 2014