



<b>Title:</b>	Security Guard
<b>Reports to:</b>	Principal/Assistant Principal
<b>Terms of Employment:</b>	10 Months
<b>Salary:</b>	NC State Salary Schedule

### **Job Overview**

The Security Guard is responsible for the safety of both the staff and the students. It is the responsibility of the security guard to help provide a safe learning environment. The security guard should be able to help guide new students around the campus because of being the most familiar with the entire campus.

### **Responsibilities and Duties**

- You must maintain the safety of the school.
- You are to monitor the parking lots and buildings for unwanted visitors.
- You are to remove unruly/disruptive students from the classroom.
- You must break up a fight as soon as possible to prevent injuries.
- Monitor students during class change.
- Monitor students during lunches.
- Monitor students on the bus lot at dismissal.
- Required to work sporting events and graduation.
- Monitor cameras
- Assign parking passes to students and staff
- Assign keys to staff.

### **Qualifications**

You must be able to physically restrain students who are physically violent. You must be able to continuously walk and stand 25 minute durations for the monitoring of lunches.