

McNary School District

P.O. Box 598
McNary, Arizona 85930
(520) 334-2293

Security Guard Job Description

GENERAL PURPOSE:

To assist in a supervisor capacity providing for security and protection of students, staff and property.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Patrols district buildings and grounds to prevent substance abuse, fighting, theft, vandalism and illegal entry and exit.
- Patrols and inspects doors, windows and gates, school grounds, cars and parking lots.
- Confronts unauthorized persons for questioning; routes or detains them; calls police for assistance according to emergency action plan.
- Prepares reports including documentation for emergencies, vandalism, disturbances, and names of individuals entering in the evening.
- Responds to calls for services or emergencies including but not limited to student incidents, burglar alarms, fire alarms and calls regarding conspicuous persons.
- Makes written reports of security violations.
- Learn names of individual students in order to assist with campus control.
- Reports any unusual conditions or malfunctioning of heating, plumbing or electrical systems.
- Patrols school grounds to detect and require correction of unauthorized and improperly parked vehicles.
- Assist staff with student conduct.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

- Knowledge of federal, state, and city laws, rules and regulations.
- Knowledge of district policies and procedures.
- Knowledge of general safety rules and techniques.
- Skill with working with law enforcement and school administration
- Skill in training personnel on best practices for safety and security
- Skill in patrolling and monitoring physical areas and people.
- Skill in assuring safety at activities.
- Skill in communicating orally and in writing.
- Skill in performing first aid.
- Skill in establishing and maintaining effective working relationships with others.

QUALIFICATIONS:

- High school diploma or GED and three (3) years work experience in security or a related field or an equivalent combination of education and experience that provide the required knowledge and skill.
- Caring human relations skills; good written communications skills.
- Experience in working the public and youth.
- Neat appearance and good physical condition – must be on feet for long periods of time.
- Knowledge of Arizona laws pertaining to schools and youth preferred.
- Experience in law enforcement preferred.
- Knowledge of drugs and alcohol and their detection and effects.
- Must pass fingerprint clearance from The Arizona Department of Public Safety.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk for extended periods of time, as well as to talk and hear. The employee is frequently required to apply physical exertion including running, jumping, climbing, tugging, lifting, pulling, and restraining. The employee must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

For more information call the Superintendent/Principal at 928.334.2293 or visit our website at www.mcnary.k12.az.us.

***Position is open until filled