



JSERRA CATHOLIC HIGH SCHOOL

FAITH. INTELLECT. CHARACTER.

SECURITY OFFICER SWING SHIFT (EARLY AFTERNOON TO LATE NIGHT)

Reports To: Security Lead

Job Status: 12 month, full-time, hourly

Salary Information: Salary will be commensurate with experience. Full benefits and a 401(K) savings program included.

RESPONSIBILITIES

- Monitors and supervises students before, during and after school, at special events and weekend activities and sporting events.
- Physically intervene between students who may have a disagreement or physical confrontation.
- Escort students and visitors on campus as required.
- Provide traffic and crowd control
- Investigate violations of rules and laws, as directed.
- Respond to routine emergency calls for assistance.
- Monitor student and staff parking areas and remove individuals who are trespassing or parking illegally.
- Lock and unlock gates.
- Patrol school grounds as assigned.
- Maintain a physical presence in assigned areas.
- Investigate reports of weapons and/or drugs.
- Assist with routine drug testing as instructed by Dean's office.
- Issuance of physical keys and coordinate locker repairs and assistance to students.
- Prepare and maintains records related to safety and security issues, accidents, illness, as well as work orders relative to physical access, etc.
- Assist with classroom monitoring at the beginning of the day until substitute teachers arrive in classrooms.
- Assist with maintenance of property by identifying and reporting facilities and safety related issues via work order.
- Assist Maintenance team by helping with room setups and general maintenance of the campus while on routine patrols.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Be skilled in the use of a computer and have working knowledge of Microsoft Office applications.
- Be highly motivated with strong organizational, problem solving, and oral/written communication skills
- Possess a disposition toward a team approach to administration, faculty, staff, parents & students
- Must possess a current Guard card or be in process of obtaining same.

EDUCATION & EXPERIENCE

- Associate degree preferred by not required.
- Have at least 2 years' security experience, preferably in a school environment or in dealing with students.
- Prior military and/or law enforcement strongly preferred

SPECIAL QUALITIES & CHARACTERISTICS

- Passionate for the mission of JSerra (i.e. the integral formation of students' faith, intellect, and character)
- Deep appreciation for the Catholic faith and a commitment to the teachings of the Church
- Strong initiative and desire to work in a highly collaborative environment
- Superior rapport with parents, students, and staff