



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: Security Guard I-ARMED

Pay Grade: 404 with STIPEND

Reports To: District Level: Director/Coordinator of Emergency Management and/or District Security Supervisor

Terms of Employment: 239 Days

Exemption Status: Non-Exempt

Primary Purpose:

The primary purpose of this position is to ensure the safety and security of students, staff, visitors, and district property by maintaining a visible armed security presence, monitoring campus activity, enforcing safety procedures, and responding to emergencies in accordance with district policies and applicable laws.

Qualifications:

Education/Certification:

- High school diploma/equivalent or higher
- DPS Commissioned Security Guard Level III Certificate (or obtain within one month of hire)
- Current certification in cardiopulmonary resuscitation (CPR)
- Certificate of completion for: (or obtain within six months of hire)
 1. FEMA IS-100.C: Introduction to the Incident Command System
 2. FEMA IS-200.C: Basic Incident Command System for Initial Response
 3. FEMA IS-700.B: Introduction to The National Incident Management System
 4. FEMA IS-800.D: National Response Framework
- Valid Texas Driver's License

Special Knowledge/Skills:

- Minimum of three years as a Security Guard I for the Socorro Independent School District (preferred)
- Demonstrates the ability to effectively communicate with students, campus administration, district employees and the general public.
- Two-way radio communications, Closed-Circuit Television (CCTV), computer and alarm systems.
- Be able to pass a written exam, agility fitness exam, oral interview, psychological exam, DPS Commissioned Security Guard III certification course, and firearms proficiency and qualifications

Major Responsibilities and Duties:

1. Assist in protection of students, staff, and district property.
2. Serve as an armed guard resource to students and campus personnel.
3. Patrol assigned campus to detect unauthorized persons or illegal entry of individuals or vehicles; checks cars for parking authorization; determines if vehicles are parked in restricted areas, such as near fire hydrants, fire lanes or driveways; and checks exterior lighting, emergency access routes, prevent fires, theft and vandalism.
4. Conducts daily intruder detection audits of doors, windows, and gates to determine that they are secure.
5. Confronts unauthorized persons on school property for questioning, detains them, and calls police for assistance, according to emergency action plan.
6. Sounds fire signal to alert fire department and school personnel in event of fire and assists in extinguishing small fires.

7. Reports any unusual conditions or malfunctioning of heating, cooling, plumbing, or electrical systems.

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8. Assists in implementing and documenting district emergency management program, emergency operations plan (EOP), emergency drills, and campus safety audits.
9. Writes daily reports, including reports of security violations.
10. Works collaboratively with school district administration, police department regarding illegal activity on campus and is responsible for documenting the incident.
11. Assists in setting up campus evacuation routes and ensures all routes are clear, free of obstructions and accessible to students and staff.
12. Assists campus nurse, counselor, staff, students and parents.
13. Assists school district police department during K-9 searches and documents any incidents involving students.
14. Utilizes the campus camera surveillance system to monitor and address illegal or unsafe, ensuring all cameras are operational.
15. Serves as a member of the campus behavioral threat assessment team.
16. Participates in Active Shooter Training, Incident Command System Training, CPR, Stop the Bleed, CPI, Crisis Intervention, Mental Health Awareness and other required trainings.
17. Coordinates activities with the District Chain of Command.
18. Provides security services for district-wide events as assigned by District Security Supervisor such as SAC athletics, graduations, and other district events.
19. Upholds and adheres to safety rules and policies of the SISD safety program.
20. Supports the goals and objectives of the school district and follows all district policies.
21. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
22. Performs any other duties as assigned by the appropriate supervisor.
23. Provides optimal customer service to all students, employees, parents, community members and any other stakeholders of the district.

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands: Reading; ability to communicate effectively (verbal and written); maintain emotional control under stress

Physical Demands/Environmental Factors: Strenuous walking, standing, and/or climbing; ability to operate a motor vehicle; specific hearing and visual requirements; ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously. May be subjected to adverse and hazardous working conditions; work outdoors in varying climate conditions, and work mandatory extra duty (overtime) as directed by campus or district supervisors.

This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Employee Name (please print)

Signature

Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District's policy of nondiscrimination contact the Chief Human Resources Officer: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.

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