



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: Security Guard I

Pay Grade: 404

Reports To: Principal and Director of Emergency Management or District Security Supervisor

Terms of Employment: 239 Days

Exemption Status: Non-Exempt

Primary Purpose:

The primary purpose of this position is to provide safety by supervising and inspecting the campus.

Qualifications:

Education/Certification/Requirements:

- High school diploma/equivalent or higher
- Security Guard Level II Certificate
- Current certification in cardiopulmonary resuscitation (CPR)
- Certificate of completion (or obtain within six months of hire) for
 1. FEMA IS-100.C: Introduction to the Incident Command System and
 2. FEMA IS-700.B: Introduction to the National Incident Management System
- Meet all Texas Education Agency requirements for security guard
- Valid Texas Driver's License

Special Knowledge/Skills:

- Demonstrates the ability to effectively communicate with district employees and the general public

Major Responsibilities and Duties:

1. Patrols district buildings and grounds to prevent fire, theft, vandalism, and illegal entry.
2. Conducts patrol inspections of doors, windows, and gates to determine they are secure.
3. Confronts unauthorized persons on school property for questioning, routes or detains them, and calls police for assistance, according to emergency plan.
4. Sounds fire signal to alert fire department and school personnel in event of fire and assists in extinguishing small fires.
5. Reports any unusual conditions or malfunctioning of heating, cooling, plumbing or electrical systems.
6. Patrols all school properties to detect unauthorized persons 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 and emergency access routes.
7. Assists in implementing and documenting emergency management program, emergency operations plan (EOP), emergency drills, and campus safety audits.
8. Makes written reports of security violations and makes daily reports.

Security Guard I

9. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district

ADOPTED: 3-5-85

AMENDED: 3-2-93, 2-5-13, 10-5-16, 10-23-17, 9-25-19, 8-5-2020, 3-17-21, 01-22-25, 09-24-2025

operations.

10. Assists in helping nurses, counselors, staff, students, and parents.
11. Works collaboratively with District police department regarding illegal activity on campus and is responsible to document the incidents.
12. Assists school district police department during K-9 searches and documents any incidents involving students.
13. Assists in conducting facility emergency drills and safety and security audits, according to the district emergency operations plan.
14. Assists in setting-up campus evacuation routes and ensures all routes are clear and accessible to students and staff.
15. Utilizes campus camera system for surveillance of illegal activity and ensures all cameras are operable.
16. Serves as part of the campus behavioral threat assessment team.
17. Ensures students comply with the student code of conduct.
18. Provides security services for district-wide events (i.e. SAC athletics, fine arts and district events, graduations, etc.).
19. Participates in CPR, Stop the Bleed, CPI and other required trainings.
20. Coordinates with District Service Center Security Guard II and District Security Supervisor.
21. Upholds and adheres to safety rules and policies of the SISD safety program.
22. Supports the goals and objectives of the school district and follows all district policies.
23. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
24. Performs any other duties assigned by the appropriate supervisor.
25. 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; drive in all different areas of district at odd hours; and work 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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