



## SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

### JOB DESCRIPTION

**Job Title:** Security Guard II

**Pay Grade:** 405

**Reports To:** **Campus Level:** Principal

**Terms of Employment:** 239 Days

**District Level:** Director of Emergency Management and/or District Security Supervisor

**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:

- 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
  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
- Minimum of three years as a Security Guard I for the Socorro Independent School District (preferred)

##### 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. 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.
3. Conducts patrol inspections of doors, windows, and gates to determine that they are secure.
4. Confronts unauthorized persons on school property for questioning, routes or detains them, and calls police for assistance, according to emergency action plan.
5. Sounds fire signal to alert fire department and school personnel in event of fire and assists in extinguishing small fires.
6. Reports any unusual conditions or malfunctioning of heating, cooling, plumbing, or electrical systems.
7. Assists in implementing, documenting, and conducting emergency management programs, including the district emergency operations plan (EOP), emergency drills, and safety and security audits.
8. Writes daily reports, including reports of security violations.
9. Works collaboratively with school district police department regarding illegal activity on campus and is responsible for documenting the incident.
10. Assists in setting up campus evacuation routes and ensures all routes are clear, free of obstructions and accessible to students and staff.
11. Assists campus nurse, counselor, staff, students and parents.

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12. Assists school district police department during K-9 searches and documents any incidents involving students.
13. Utilizes the campus camera surveillance system to monitor and address illegal or unsafe, ensuring all cameras are operational.
14. Ensures students comply with student code of conduct.
15. Serves as a member of the campus behavioral threat assessment team.
16. Participates in CPR, Stop the Bleed, CPI and other required trainings.
17. Coordinates activities with the District Security Supervisor.
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; 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.

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Employee Name (please print)

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Signature

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Date