

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: SECURITY GUARD

QUALIFICATIONS:

1. Must be a high school graduate.
2. Must have excellent communication skills.
3. Must be able to interact positively with students, staff and members of the community.
4. Must be able to take direction and work as part of a team.
5. Must be familiar with security procedures.
6. Must be able to direct traffic.
7. Experience in a school setting desirable.
8. Experience as a security guard desirable.
9. Must be willing to work overtime for extra-curricular events.
10. Required criminal background check and proof of US citizenship or legal resident alien status.

REPORTS TO: Building Administration

JOB GOAL: The security guard's main responsibilities will be to patrol the school and parking lot to monitor all activities for the protection of students and staff, and to protect personal and school property. The guard will greet all visitors to the school and direct them to the main office and will direct all unauthorized persons to leave the school grounds.

TERMS OF EMPLOYMENT: Ten-month position, Contract terms and salary to be determined by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of non-certified staff.

PERFORMANCE RESPONSIBILITIES:

1. Direct traffic onto and off school property at student arrival and departure times.
2. Monitor all entering vehicles for appropriate school decal.
3. Monitor the parking lots throughout the day.
4. Monitor the hallways throughout the day.
5. Assist in monitoring student lunches.
6. Insure that students stay on school grounds unless authorized to leave.
7. Direct all visitors to the main office.
8. Insure that all authorized persons have appropriate district identification badge.
9. Conduct ongoing door checks.
10. Insure that unauthorized persons be asked to leave school grounds, reporting such incidents to school authorities.
11. Perform any and all other responsibilities assigned by the school administration.
12. Serve as resource to develop and implement, as appropriate, the building-level Crisis Management Plan.

Legal References:

Approved: 5/20/02

Approved: 5/12/09

Revised: 9/24/09

JD/School Building Personnel

N.J.S.A. 18A: 6-7.1 Criminal history record

N.J.S.A. 18A: 16-1 Officers and employees in general

N.J.S.A. 18A: 16-2 Physical examinations