

## SCHOOL SECURITY GUARD

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for ensuring the safety of students and staff, maintaining order, and protecting school property during an assigned shift. The School Security Guard prevents unauthorized, illegal, or forceful entry and damage to school buildings and grounds. Employees may be required to work during and after regular school hours, summers, and holidays. Employees in this position exercise a great deal of independent judgment in carrying out details of this work, especially in emergency situations. The work is performed under the general supervision of the School Superintendent or designee. A School Security Guard does related work as required.

### TYPICAL WORK ACTIVITIES:

- Provides entryway security for the school district staff, students, and building at the school campus;
- Prevents unauthorized visitors from entering school buildings and/or loitering on school grounds;
- Prepares reports and assists in special assignments as directed;
- Assists in monitoring all hallways and ensures outside doors are locked and secured;
- Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email, and database software in performing work assignments;
- Informs counselors, parents, teachers, and school administrators of student behavior problems;
- Periodically monitors building-wide security;
- Makes recommendations to correct security issues;
- Assists in handling emergency disciplinary matters;
- Monitors incoming and outgoing activity at the front entrance of the school building;
- Patrols hallways and monitors student movement, checking passes, and monitoring for evidence of unusual or disruptive behavior;
- Intervenes in student disturbances as needed;
- Communicates with school administration, and reports all instances of intervention, problems and/or observation of unusual activity in a timely manner;
- Works with school administrators to handle emergency situations and procedures;
- Assists with implementation of evacuation and emergency procedures, including assisting with emergency drills as needed;
- Monitors release of students in accordance with school procedures;
- Monitors and assists with maintaining order during arrival and departure of school buses;
- Assists with video surveillance as required;
- May patrol parking lots, being alert for unauthorized individuals and vehicles;
- Performs a variety of related safety and security activities as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the principles, practices, and techniques employed in establishing and maintaining building security; knowledge of school policies and procedures; skill in observing and detecting unusual occurrences or behavior; ability to respond effectively and appropriately during emergencies; ability to perform first-aid; working knowledge of applicable laws regarding school safety, student absenteeism, and truancy; ability to perform duties in accordance with established school policy; ability to use computer applications; ability to establish and maintain effective working relations with students, parents, school personnel, and the general public; ability to maintain records and prepare written reports; initiative; sound judgment; tact; courtesy.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and at least five (5) years of experience as a Police Officer, Deputy Sheriff or law enforcement officer.

**SPECIAL REQUIREMENTS:** In accordance with the Safe Schools Against Violence in Education (SAVE) Legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Possession of a valid NYS Pistol Permit if the position requires possession and carry of a firearm. The School District is responsible to ensure all training and registration requirements are met with the NYS Department of State and Division of Criminal Justice Services.

Possession of a valid driver's license at the time of appointment.

**CATTARAUGUS COUNTY CIVIL SERVICE**

Adopted: 4/25/2025