Angleton ISD

JOB TITLE: Security Guard

Reports to: Chief of Police

Exemption Status/Test: Nonexempt

Dept./School: Police Department

Primary Purpose:

Under general supervision, provide security and protection for students, staff and visitors and prevents property loss due to theft or vandalism.

Qualifications:

Education/Certification:
High School Diploma or GED
Clear and valid Texas driver's license

Special Knowledge/Skills:
Ability to clearly and accurately record information
Ability to follow verbal and written instructions
Ability to work effectively with youths and adults
Ability to communicate effectively (verbally)

Experience:
None

Major Responsibilities and Duties:

Student Management

1. Patrol assigned campus. Monitor student behavior and enforce school rules related to student conduct, vehicle operation, and parking.

2. Resolve conflict or confrontation between students and report disturbances to principal or assistant principal.

3. Control traffic and parking on campus grounds during school hours and at after-hours events.

Security and Parking

4. Register student vehicles and maintain accurate records of registration.

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5. Work cooperatively with office personnel to inform students of problems with vehicles (i.e., improperly parked, lights on, etc.)
6. Assist law enforcement personnel as needed.
7. Give directions or act as a guide to authorized visitors.
8. Notify police, fire department, or other appropriate authority of any situation requiring immediate attention.
9. Follow district safety protocols and emergency procedures.
10. Frequent checks of external doors, locks, gates of assigned area
11. Other duties as assigned by Supervisor/police department

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: District vehicle, two-way radio, alarm system and other security equipment, fire extinguisher, and standard office equipment including computer and peripherals

Posture: Prolonged sitting and standing

Motion: Strenuous walking and climbing stairs; occasional keyboarding and use of mouse, moderate driving

Lifting: Moderate lifting and carrying (15–44 pounds)

Environment: Work inside and outside (moderate exposure to sun, heat, cold, and inclement weather); moderate exposure to noise and vehicle exhaust; frequent districtwide travel.

Other: Specific hearing and visual requirements; may be subject to adverse and hazardous working conditions, including violent and armed confrontations; ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously

Mental Demands: Maintain emotional control under stress; prolonged hours; on call 24 hours a day

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This document 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.

Reviewed by _____ Date _____

Received by _____ Date _____

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