

Security Guard

Purpose Statement

The job of Security Guard is done for the purpose/s of identifying potential problems regarding welfare, safety and/or security of students, personnel, visitors and/or site; maintaining safety on campus by enforcing disciplinary policies and regulations; communicating information and responding to inquires.

Application Due: In district applicants February 8, 2019; out of district February 15, 2019; open until filled

Anticipated Hire:

Salary Range: \$16.83 to \$20.44 **Working Days:** 5 **Hours Per Day:** 8

Position Location: Grandview High School

Application Procedure

In district applicants must submit letter of interest to the Grandview School District Office at 913 West Second Street, Grandview WA 98930 or to fledesma@gsd200.org. Out of district applicants must apply using our online job application system FastTrack. FastTrack can be accessed through our website www.gsd200.org / Employment. Once you have created an account and submitted an application, you will be able to return to your account at any time to check your application status, edit existing application, retrieve messages regarding existing application, and more.

Selection Process

Bilingual required. Law enforcement training preferred. Loss prevention control experience preferred. PSE bargained position.

For more information contact: Faviola Ledesma Reference Control Number: 02/01/19

Phone: 509-882-8500 Fax: 509-882-2029

Email: fledesma@gsd200.org

Essential Functions

- Assists community law enforcement personnel for the purpose of supporting them in the completion of their work activities within the school environment.
- Communicates district policies and enforcement procedures to students, personnel and visitors for the purpose of ensuring their understanding of laws, enforcement procedures and consequences of their actions.
- Interacts with a variety of individual and/or groups, (e.g. students, parents, teachers, administrators, law enforcement, etc.) for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Investigates potential crimes and/or student related incidents (e.g. surveillance camera, locker rooms, stadium, etc.) for the purpose of resolving conflicts and/or pursuing further action.
- Maintains files, documents and security records (e.g. incident reports, patrol logs, permits, etc.) for the purpose of documenting and/or providing reliable information relative to security records.
- Monitors students for short periods of time (e.g. waiting for teacher, covering break and lunch for in school suspension and/or detention, etc.) for the purpose of ensuring the safety and welfare of the students.

- Monitors school facilities (e.g. grounds, buildings, adjacent areas, parking lot, bus stops, lunch time activities, vehicle registration, etc.) for the purpose of providing visibility; enforcing rules, policies and regulations; maintaining security; and deterring crime.
- Prepares documentation (e.g. incident and activity reports, parking permits, tracking tickets, identification cards, referrals, schedules, etc.) for the purpose of providing written support and/or conveying information.
- Refers incidents to appropriate site personnel (e.g. injuries, altercations, suspicious activities, etc.) for the purpose of ensuring follow-up in accordance with administrative guidelines.
- Responds to emergency situations (e.g. fights, injury, classroom, etc.) for the purpose of addressing immediate safety concerns.
- Transports students needing to be transported off campus (e.g. sick children, children removed from school for disciplinary reasons, etc.) for the purpose of getting the student to his/her required destination.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Equivalency:

Required Testing:

Certificates and Licenses

Valid Driver's License

Continuing Educ. / Training:

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Salary Grade

The following policies have been adopted and are reflected in our employment practices:

Grandview School District does not discriminate in any programs or activities, to include employment, on the basis of sex, race, creed, color, religion, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The Grandview School District provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Shawnta DiFalco, Director of Special Programs and Title IX/Civil Rights/ADA/504 Compliance Coordinator, 913 W. 2nd Street, Grandview, WA, 98930, (509)882-8507, smdifalco@gsd200.org.