

Wentzville R-1V School District
Position Description
Locator: 4.05

Position Title: Security Guard

Reports To: Director of Custodial Services

SUMMARY

Provides continuous inspection and supervision of school property.

QUALIFICATIONS/REQUIREMENTS

Security Guard must have earned a high school diploma or its equivalent or have significant relatable experience and will possess a valid license as a security guard.

ESSENTIAL JOB DUTIES

- Monitors vehicle traffic on school property.
- Monitors student parking lot as directed by the Building Principal or the Director of Custodial Services.
- Monitors all visitors coming onto school grounds.
- Monitors teacher parking lot as directed by the Building Principal or the Director of Custodial Services.
- Is responsible for the safety of the school buildings and grounds.
- Ensures that the District is free of unauthorized persons and vehicles.
- Physically checks all outside doors and windows to every building on every shift to ensure that they are locked (also inside doors).
- Patrols the grounds periodically during the hours specified for the night patrol, paying particular attention to the bus shed and buses.
- Notifies the police immediately via the radio provided upon finding any evidence of forced entry into any of the buildings.
- Varies patterns of movement on patrol to prevent setting identifiable pattern.
- Picks-up and delivers all bank deposits.

OTHER DUTIES AND RESPONSIBILITIES

Performs other duties as assigned by the Director of Custodial Services or the Assistant Superintendent for Administrative Services.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform the additional duties and responsibilities listed and additional duties may be assigned when appropriate.

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TERMS OF EMPLOYMENT

Salary and work year to be in accordance with current pay plan and District Policy.

EVALUATION

Performance of this job will be evaluated in accordance with the provisions of District Policy on evaluation of support services personnel.