

CITY OF AUGUSTA

Department of Public Schools

JOB DESCRIPTION

TITLE: SCHOOL SECURITY MONITOR

REPORTS TO: Building Administrator

JOB GOAL: Responsible for providing security at Cony High/Middle School to help ensure the safety of students, staff, community members and school property.

QUALIFICATIONS:

1. High School Diploma or equivalent;
2. Ability to work well with members of the public and staff;
3. Calm and respectful demeanor;
4. Successful background, criminal records, fingerprinting and reference check;
5. Prior security experience preferred; and
6. Ability to work with security cameras

PERFORMANCE RESPONSIBILITIES:

1. Provide security monitoring services at Cony High/Middle School and Capital Area Technical Center. Such services will include checking parking lots periodically, monitoring student behavior, and addressing security issues of non-student's having access to the building.
2. Improving the school climate by discouraging negative behavior and providing extra coverage during lunches.
3. Assist with enforcing the rules and working with students to facilitate conflict resolution in a proactive manner.
4. Use security cameras to help monitor safety of the building
5. Provide periodic reports to the building administrators. Reports are to detail any problems identified and will include recommendations for possible resolution.
6. Responsible for maintaining sound working relationship with all school employees and communications with other City departments such as the Augusta Police Department, the Augusta Fire Department and the School's Resource Officer.
7. Practice safe work methods and promptly report any safety hazardous conditions. Assist in emergency planning and participate in all crisis management activities.
8. Assist staff when student are not complying with in the learning environment
9. Carry out other related duties as assigned by the building administrator

TERMS OF EMPLOYMENT:

School year position

Benefit eligible, hourly non-represented position

EVALUATION:

The Principal or designee will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

- External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with the assistance of reasonable accommodations to be determined by management on a case by case basis.

Approved by: _____
Superintendent of Schools

Date: _____