



NEW: 07/01/2019  
Submitted: 06/11/2019

JOB TITLE:	FACILITATOR SAFETY AND SECURITY
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8712
BARGAINING UNIT:	CLAE

#### SCOPE OF RESPONSIBILITIES

Assumes responsibility for close monitoring of all entrances of building, for providing direction and information as to location of appropriate classes and/or services and for providing protection to occupants from unauthorized trespassers.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Provides in-school security for faculty, staff, students and/or other program participants
- Prevents visitors from entering the building or remaining in the building without authorization
- Prevents visitors from entering unauthorized areas of the building
- Reports all incidents occurring in the building on a daily basis to the building administrator and makes appropriate reports as required
- Makes recommendations to local and system-wide office administrations for improvement of the security plan for the assigned building
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

#### PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires activities involving exposure to marked changes in temperature and humidity.

#### MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Must be at least 21 years of age
- Meet qualifications for commission from Department of Justice
- Ability to establish and maintain desirable rapport with community residents and participants
- Effective communication skills

#### DESIRABLE QUALIFICATIONS

- Previous experience as an in-school security guard
- Experience in a diverse workplace