



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

JOB TITLE:	FACILITATOR SAFETY AND SECURITY
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 5
WORK YEAR:	260 DAYS
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