

KATY INDEPENDENT SCHOOL DISTRICT

Job Title: Security Guard (t589)
Reports To: Chief of Police
Duty Days: 187 Days
Wage/Hour Status: Non-Exempt
Pay Grade: C-4
Date Revised: 07-01

Qualifications:

College hours, high school diploma or GED
Hold a valid level three security commission from the Texas Commission on Private Security
Ability to record information
Ability to follow verbal and written instruction
Ability to work effectively with students
Ability to communicate effectively (verbally)
Understand the technique of personal and property security and specific requirements of meeting needs of Katy ISD
Possess skills and interest in working within an educational environment
Possess the sensitivity and maturity to work effectively with adolescents
Previous experience as a security guard preferred

Primary Purpose:

Under general supervision, provide security and protection for students, campus personnel, and patrons on assigned campus.

Major Responsibilities and Duties:

1. Assist in protection of students, staff, and District property.
2. Serve as a security resource to students and campus personnel.
3. Establish and maintain an ongoing working relationship with faculty and law enforcement personnel serving the school community.
4. Identify unauthorized persons who come within the boundaries of the campus.
5. Report all criminal offenses originating on assigned campuses.
6. Prepare and file all appropriate reports.
7. Appear in court and/or hearings as a witness or complainant when appropriate.
8. Provide a general and consistent adult presence at critical locations during school related events.
9. Provide a random security patrol on assigned campus.
10. Coordinate security services with Katy ISD police personnel.
11. Provide appropriate assistance during disasters such as hurricanes, tornadoes, fires, etc. (where Katy ISD personnel are required).
12. Inform the Director of Public Safety of all conditions that affect safety and security of students, staff, and district property.

Equipment Used:

Two-way radio

Working Conditions:

Maintain emotional control under stress; continuous walking and standing; exposure to vehicle exhaust; works outside and is exposed to extreme temperatures and inclement weather; may be subject to extreme physical acts of others (i.e., restraining students involved in altercations).

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.