

Window Rock Unified School District No. 8
Position Description

Position Title	Security Guard
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Date Revised 2008
Status Classified
Salary Level Per Classified Salary Schedule
Work Year 12 months

Qualifications
Certificates/Licenses

- High school diploma or equivalent
- Minimum of one year of relevant law enforcement or security experience
- Bilingual in Navajo and English preferred
- Valid Arizona Drivers License
- First Aid and CPR certificate
- Certified in the use of safety equipment, chemical agents, defensive tactics, handcuffs and chemical baton

Essential Duties

- Makes scheduled and random patrols of District facilities and housing to prevent fire, theft, vandalism and illegal entry.
- Secures all facilities and conducts patrol inspections of doors, windows and gates.
- Questions unauthorized persons and detains them as necessary or calls police for assistance, according to emergency action plan.
- Responds to incidents involving students or public on District grounds, including those involving violence, illegal drug activity and safety.
- Completes daily logs, security violation reports and incident forms as needed.
- Alerts fire department and school personnel in the event of fire and assists with fire extinguishing.
- Reports any unusual conditions or malfunctioning of heating, plumbing or electrical systems on District buildings and grounds and housing areas.
- Patrols school grounds and housing areas to detect and report unauthorized and improperly parked vehicles.
- Directs and/or controls vehicle traffic on District property.
- Assists staff with student conduct as necessary.
- Assists with monthly inventory and other departmental assignments.
- Performs other duties as assigned.

Physical Effort Physical Exertion, i.e. long periods of walking, running
Working Environment Occasional discomforts and/or risks from exposure to varying weather conditions

Supervision Given None
Supervision Received Lead Security Guard

The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent.

Supervisor Signature

Date

Employee Signature

Date