

## Security Guard

### Nature of Work

Employees in this classification are responsible for maintaining all perimeter and building security assignments for the Jefferson High School campus. Incumbents assist in the direction of traffic before and after school, maintain check-in and security of facilities during school hours, and assist with security for extra-curricula activities and sporting events. Hours worked per week and nature of assignments vary depending upon school activities. The position requires considerable walking and standing and sufficient physical ability to apprehend individuals and control potentially volatile situations. A State of Tennessee Private Protective Services Armed Security Certification is required.

### Illustrative Examples of Work

- Direct traffic before and after school to insure the orderly arrival and departure of vehicles to the high school campus.
- Close and secure auxiliary gates at designated times.
- Receive visitors and guests upon arrival and direct them to the appropriate facility or location.
- Address students leaving the campus to insure they have permission to leave.
- Maintain and monitor video surveillance equipment.
- Collect cash receipts from the cafeteria and main office and transport to the bank as needed.
- Assist students and visitors while on campus by providing directions, answering questions, unlocking cars, etc.
- Provide additional security for special events and activities.
- Monitor and patrol the parking lot, school grounds, main building and other facilities during school hours.
- Perform related duties as required.

### Necessary Requirements of Work

Graduation from an accredited high school or GED program, experience working in private security or the law enforcement field, ability to establish and maintain effective working relationships with co-workers and constituents, or any equivalent combination of education or experience to provide the following knowledge, skills, and abilities:

- Knowledge of the State of Tennessee Private Protective Services Act.
- Knowledge of Jefferson County School Board policies pertaining to truancy, dress codes and student behavior.
- Knowledge of modern security techniques and equipment involving the patrol and surveillance of large public school facilities.
- Some knowledge of state and local traffic control laws.
- Ability to perform the physically demanding aspects of the job (excessive walking & standing).

- Ability to react quickly and intervene in potentially volatile situations in a tactful and effective manner.
- Ability to communicate effectively with students, teachers, parents, and the public.
- Skill in the operation of a law enforcement motor vehicle.

**Necessary Special Requirements**

- Incumbents must possess a valid Tennessee Drivers license
- Incumbents must maintain a current and valid State of Tennessee Private Protective Services Armed Security Certification.