

# HARLEM CONSOLIDATED SCHOOL DISTRICT #122

## Job Description

### Security Guard

**Supervisor:** Building Administrator

**FLSA Status:** Non-Exempt      **Employee Group:** Custodial/Property Services

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#### Qualifications:

1. High School diploma or equivalent
2. Basic office organizational skills
3. Physically able to lift objects weighing up to fifty (50) lbs with or without accommodations

#### Terms of Employment:

- Twelve (12) month contract
- 8 hours/day

#### Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

#### Duties:

1. Reports student disciplinary problems to the appropriate building administrator.
2. Monitors parking lot, inspects vehicles and issues citations when necessary.
3. Assists in maintaining building, parking lot and grounds security
4. Enforces all school policies and procedures.
5. Keep current with best practices and requirements as they relate to your job assignment.
6. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.