

**Lyons Township High School District 204**  
**Position Description**

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**Position:** Student Assistant: Weekend and Night Security  
**Department:** Buildings and Grounds  
**Reports To:** Weekend Security reports to Building Foreman  
Night Security reports to Assistant Principals

**Summary**

Ensuring the safety of our school as well as that of our students or any visitors outside of the regular school day. The position involves exercising supervisory control of a general nature.

**Education and/or Experience**

- High school graduate or equivalent.
- Knowledge of security and good rapport with young adults is necessary.

**A. Essential Duties and Responsibilities**

- Recognize and identify emergency situations and follow procedures identified on the contact list and inform supervisor of the emergency.
- Ensure the Security Equipment Box has all items in it and reports any missing items to the supervisor. Keeps Security Equipment Box locked at all times.
- Clear pager/cell phone of all old pages and wear it at all times during shift.
- Clear doorbell pager/cell phone of all old pages and wear it at all time during shift.
- One security tour sheet should be used for each shift and a minimum of 30 black Incident Reports should be on hand.
- Read security agenda thoroughly. Check classroom and event schedule. Know activity(ies) in and outside of building.
- On weekends and holidays, sign-in stations should be set-up for after hours visitors. Hang sign to remind guests to sign-in on the door window so that it is visible on both sides. The locations for sign-in stations are as follows:
  - NC: In main building exit #7 and Vaughan Building exit #11, place podium at entryways so that after hours guests can sign-in. Keep a minimum of 10 blank sign-in sheets on hand. Hang sign
  - SC: By South Entrance exit #8.
- Check exterior door lock/unlock schedule. Lock all doors if not scheduled to be open per event or class schedule.
- Make list of all open windows.
- Close all windows on list. Make a list and leave for Foreman (SC) and Director of Buildings and Grounds (NC).
- Complete mechanical room and kitchen equipment temperature inspection sheet at start of shift.
- During security tour check for unlocked doors throughout the building. Secure any unlocked doors.
- Ensure alarms are set in alarmed rooms/areas. See Security Equipment Box for campus list.
- Step inside rooms on security tour list. If room is notably hot or cold, take a temperature reading. If below 50\* or above 90\*, use contact list. (See section K)
- Turn on/off lights per building occupancy. Lights should be on when events and classes are scheduled. Halls and washroom lights should be turned on in all areas in which classes and events are scheduled. Check weekend security agenda for scheduled classes and events.
- Leave completed log sheets and Incident Reports in security binder/folder.
- Complete Incident Report form for all reportable incidents, especially if a police report was filed. During or at end of shift, e-mail the following supervisors/administrators and inform them of incident: Director of Business Services, Director of Buildings and Grounds, Principal, Associate Principals, Assistant Principals, Assistant Night Foreman.
- Contact Foreman (SC) or Director of Buildings and Grounds (NC) if a police report is filed.
- At the end of shift, pass Security Equipment Box, **phone pager**, **doorbell pager**, and keys to next security shift.

--Weekend Security: Keep Security Equipment Box locked at all times.

--Nightly Security: Take box to Security Room

- The last security shift person is responsible for returning pagers/cell phones, Security Equipment Box with all tools/equipment, completed tour sheets, Incident Reports, and security binder/folder to Security Room.
- Weekend and Holiday security are to take down and store sign-in stations at end of last shift. Open building only as instructed.
- Must have official District picture ID visible at all times.
- Must wear official District shirt/jacket.
- Supervise/assist students and/or visitors in hallways, washrooms, and other rooms/areas in and around the school building.
- Maintain order and protect students' and public property, and report any damage of school property to supervisor.
- Monitor parking lots to protect against vandalism and theft; keep lot free of debris.
- Be visible and moving in and outside of buildings.
- Check washrooms on regular basis for smoking, graffiti, damage, etc.
- Check staircases, halls, lockers, locks, exit doors, etc., and close/lock any open or vacant lockers.
- Assist individuals with disabilities.
- Performs other duties as assigned by Buildings Foreman and/or Assistant Principals' Office.

## **B. Supervisory Responsibilities**

- Supervises student, staff, and visitor parking.

## **C. Qualification Requirements**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Language Skill**
  - Ability to read and interpret documents, ability to write routine reports and correspondence, and the ability to communicate effectively with students, parents, administrators, staff, and visitors.
- **Mathematical Skill**
  - Ability to add, subtracts, multiply, and divide.
- **Technology**
  - Ability to access District network and effectively use District technology.
- **Reasoning Ability**
  - Apply common sense understanding to carry out instructions given in written or oral form. Identify and resolve problem situations.
  - React quickly and appropriately to stressful situations.
- **Other Skills and Abilities**
  - Interact appropriately with high school students, parents, staff, and visitors.
  - Meet deadlines with severe time constraints.
  - Perform duties with awareness of all District requirements and Board of Education policies.
- **Physical Demands**
  - The physical demands described here are representative of those that must be met by an employee to successfully perform his/her essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
  - While performing the duties of this job the employee is required to stand and walk for a majority of the work day and be exposed to a variety of noise levels. The employee must occasionally lift and/or move up to 40 pounds, such as lock cutter, parking signs, etc. The employee will also be exposed to all weather conditions.

**E. Work Environment**

- District owned/issued clothing and equipment is to be worn at and only for district responsibilities.
- Personal electronic devices are not to be used during scheduled work hours except during breaks and lunch. These devices include, but are not limited to; cell phones, pagers, walkmans, cameras, and I-Pods.

**F. Training**

- Student Assistants employees are required to attend all training provided by the District.

**G. Emergencies**

When emergency situations arise, SA personnel must use the contact list and also inform their LT supervisor in the following order:

***South Campus***

1. Assistant Night Foreman
2. Foreman
3. Day Lead Engineer

***North Campus***

1. Assistant Night Foreman
2. Director of Building and Grounds
3. Day Lead Engineer

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The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Revised: August 22, 2006