

AUTAUGA COUNTY BOARD OF EDUCATION  
PERSONNEL DEPARTMENT  
153 West Fourth Street  
Prattville, Alabama 36067

**POSITION ANNOUNCEMENT**

November 16, 2023

**The Autauga County Board of Education is now accepting applications for the positions of:** Part-Time Security Guard at Various Schools

**Job Description:** (Please see the attached Autauga County Board of Education (ACBOE) job description for this position.)

**Qualifications:** (Please see the attached ACBOE job description for this position.)

**Effective Date:** Following Board Approval

**Salary:** Part-time pay is derived at half of full-time pay status or at rate contracted by the superintendent/principal

**Contract Length:** 187 Days (9 months)

**Application Information:** Go to [https://ats1.atenterprise.powerschool.com/ats/app\\_login?COMPANY\\_ID=00008500](https://ats1.atenterprise.powerschool.com/ats/app_login?COMPANY_ID=00008500) to complete the on-line application. On the Where do you want to work? page, click "Deselect All". Then click on the "+" located next to the Alabama State Department Education check box. Click the box next to District 5 and click "+" next to the District 5 box. Then check the box for Autauga County. Complete all sections of the application; do not put "see resume".

**Application Deadline:** November 25, 2023 or until filled

*The Autauga County Board of Education is an equal opportunity employer and does not discriminate in employment on the basis of religion, race, color, sex, national origin, age or disability. Minorities are encouraged to apply.*

- 1 Attachment
- 1. Job Description

## SECURITY GUARD

POSITION TITLE: School Security Guard

RESPONSIBLE TO: Superintendent of Education/Associate Superintendent

REPORTS TO: School Principal

### QUALIFICATIONS:

- A minimum of a high school diploma or equivalent. Associate degree or higher is desired.
- Demonstrated maturity.
- Previous service in law enforcement desired but not required.
- Previous military service with an honorable discharge if the applicant has ever served in the Armed Forces of the United States of America.
- Never convicted in a court of law for any crime against a person or property.

### PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

1. Check bathrooms and other remote campus areas and facilities in and around the school campus to ensure that smoking, drug use and other non-approved activities are not taking place by students or other personnel.
2. Check for visitor's pass from the office for all persons visiting the campus as well as for students who are out of class while classes are in session. (This includes parents, parent volunteers, etc.)
3. Restrict student access to automobiles, once they are parked, unless approved by a school administrator. This includes break and all other times preceding the close of school.
4. Make certain that cars and/or other motorized vehicles are parked on campus only in approved/authorized areas.
5. Direct all non-school personnel on campus to report to the school office for clearance or leave the campus.
6. Assist teachers and administrators in checking for hall and restroom passes.
7. Report all undesirable and/or suspicious activities by outsiders to school administrators immediately.
8. Assist administrator(s) and teachers to keep hall traffic moving during the change of each class period.
9. Assist with bomb, fire and tornado drills as directed by the principal.
10. Report all discipline cases to the principal. Do not under any circumstances discipline or attempt to discipline students.
11. Monitor halls, restrooms and campus areas.
12. Keep students out of parking lots during break and lunch time.
13. Check for proper hall passes and/or identification of persons on campus who are not known.
14. Endeavor to be as low key and high profile as possible.
15. May assist with before and after school detention programs as well as in-school detention programs as requested by the principal and under the principal's supervision.
16. The security guard shall not be in possession of firearms or other weapons unless approved by the Board of Education.

**Note:** Under no circumstances are security guards to replace the supervision of students by teachers and administrators in any way.

JOB GOAL: To ensure a safe and secure school environment for all personnel