



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

Human Resources Department

Position Title:	Security Guard Lead	Location:	School Site
Reports To:	Principal	Supervises:	HS Security Team
Classification:	Support	Status:	Full-time
FLSA Status:	Non-Exempt	Benefit Eligible:	Yes
Work Year:	10 months	Salary:	see lhusd.org website

Education and Experience Requirements

- High school diploma or equivalent
- Five years of experience in security work for a bank, hotel, restaurant, retail store, school, or a public law enforcement or private security agency or closely related field
- or completion of an Associate's Degree or 60 postsecondary credits in security or criminal justice studies and three years of the experience specified above
- or a satisfactory equivalent combination of the foregoing training and experience

Certificates and Licensure Requirements

- Valid Arizona Driver's License; with good driving record
- First Aid and Crisis Prevention Institute training required or acquired at time of hire.
- IVP fingerprint clearance card through AZ Department of Public Safety

Summary

- Assists administration in the supervision, direction, and coordination of the security team.
- Provide personal, equipment, and real property security for faculty, staff, students, and visitors within an assigned area of campus.
- Provide escort services, and other basic assistance services as needed, and performs routine security and safety patrol duties.
- Remain alert to emergency situations and communicate observations and/or incidents that have a potential impact on the general well-being of all to Administration.

Qualifications

- Ability to acquire knowledge of LHUSD school board policies and procedures and Student Rights and responsibilities.
- Ability to use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to maintain records and prepare written reports.
- Ability to establish and maintain effective working relationships with students, parents, school personnel, and the general public, initiative, sound judgement, tact, courtesy, and good communication skills, a must.
- Knowledge of the principles, practices, and techniques employed in establishing and maintaining building security; skill in observing and detecting unusual occurrences or behavior.



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Responsibilities and Requirements

- Provide initial on-the-job training to all new hires in how to perform tasks that will become part of their everyday work routine.
- Hold routine shift briefings; listening and guiding security team, problem-solving and resolving conflict as appropriate.
- Inventory and maintain security related equipment to ensure good working order, train security team in proper use and maintenance of equipment.
- Develops security team schedule, shift rotation, and provides training and feedback to support the basic functions of the security team and improve team services.
- Routinely meets with administration and school resource officer to exchange information and recommend changes to the security program.
- Collect, utilize, and interpret data to inform decision-making.
- Maintain complete and accurate records to include meeting minutes, equipment inventory, and reports on incidents related to the safety and wellbeing of the school.
- Remain alert for the presence of unauthorized persons and/or security violators; approach suspicious persons and/or notify administration or police as appropriate; may confront and/or intervene, as required, until authorities arrive.
- Communicate school policies and enforcement procedures to students, personnel, and visitors for the purpose of ensuring their understanding of the potential consequences of violation.
- Monitor students within a variety of school environments (e.g. restrooms, grounds, hallways, library, cafeteria, parking lot, gym, etc.) for the purpose of ensuring the safety and welfare of students.
- Assist with controlling classroom disturbances or acts of defiance; request assistance from the school administration and/or police when necessary.
- Detain students suspected of narcotics, tobacco, or alcohol related infractions.
- Model nondiscriminatory practices in all activities; establish and maintain good rapport with students, staff, and community members.
- Assist administrators and staff in crisis and emergency situations.
- Patrol and monitor assigned parking areas to provide security and assistance; direct traffic and parking on campus; check vehicles for proper parking authorization; determine if vehicles are parked in restricted areas.
- Attend and successfully complete all staff development training as required by state law or as directed by the principal or superintendent.
- Read and respond to email communications.
- Submit oral and written reports as required.

OTHER

- Perform other tasks as may be deemed appropriate by the principal and/or superintendent.

Physical Demands and Work Environment

- Physical Effort
- Bend, stoop, lift, climb.
- Climb to various heights and works in confined spaces.
- Safely operate a motor vehicle
- Repetitive motion and eye strain through extensive utilization of computer hardware and software
- May require lifting materials and supplies weighing up to 50 pounds.

EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.