

School Security
Garces Memorial High School
Job Description

Job Title: Daytime Security

Reports to: Dean of Students

Compensation: \$18/hour

Daytime security personnel report directly to the Dean of Students, and are responsible for the overall security of the Garces Memorial High School (GMHS) campus to ensure the safety of students, faculty, and staff, and the protection of school property. Security personnel will accomplish this through the following job duties:

Responsibilities:

- Shift start time will be at 7:30 am or 8:00 am, depending on the assignment.
- Monitor gates and access points before school start time.
- Monitor the athletic facilities and the west end of campus.
- Close and lock all perimeter gates after the morning school bell rings.
- Supervise students during morning break and lunchtime in Monsignor Leddy hall and the general quad area.
- Conduct school perimeter checks throughout the day.
 - Ensure no points along the perimeter fence have been breached or are damaged.
- Escort students, who are dismissed, to perimeter gates to ensure gates are locked and secured upon their departure.
- Assist, per the GMHS Emergency Operation Plan, with school safety drills, and emergencies.
- Assist the Dean of Students with emergency operations training of students, faculty, and staff.
- Conduct patrols of school parking lots.
- Assist with security at home football games.
- Other duties as assigned.

Qualifications:

Experience:

- Previous experience in security, law enforcement, or a related field preferred.
- Experience working in educational settings is a plus.

Certifications: (Preferred)

- CPR and First Aid certification.
- Training in conflict resolution and de-escalation techniques.

Skills:

- Strong observational and surveillance skills.
- Excellent communication and interpersonal skills.
- Ability to handle emergencies and make quick decisions.
- Integrity and professionalism.
- Ability to work well with students, staff, and parents.
- Patience and a calm demeanor in stressful situations.

Physical Requirements:

- Ability to stand or walk for extended periods.
- Physically capable of performing security-related tasks, including pursuing and restraining individuals if necessary.

How to apply:

To apply please submit the following documentation to Joe Aldana at jaldana@garces.org

- Cover Letter
- Resume
- Contact Information for three professional references