

Head Security Attendant

DEFINITION

Under supervision of the principal and/or assistant principal, and Supervisor of Campus Security, to direct security attendants at a school site or school sponsored activity. To perform security functions related to the effective monitoring of students and visitors on campus and at school sponsored events.

EXAMPLES OF DUTIES

Inspects and makes periodic reports to the principal as to the security needs of the school site; checks that safety related maintenance work is complete and up to date; requisitions security supplies and keeps inventory of materials on hand; plans the security needs necessary to prepare for special events; keeps time sheet records and prepares reports; plans, supervises, and participates in the effective supervision of a school plant; may perform any of the duties listed in the class specification for Security Attendant. Must meet all of the criteria listed under physical demands for Security Attendant as well as the Job requirements and Qualifications under that job description.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Effective methods of supervision and safety measures related to the effective operation of a school campus;
- School and district policies related to student supervision and safety;
- Strategies to promote effective communication between the community, students and staff;

Ability to:

- Understand, carry out and to present oral and written instructions;
- Prepare reports and keep accurate and complete records;
- Establish and maintain effective working and supervisory relationships;

Experience:

- Two years of experience with the supervision of students;
- Advanced training in the area of security, supervision and management of students.

Education:

- High School Diploma or equivalent education.