

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT  
JOB DESCRIPTION**

<b>Job Title:</b>	Entry & Security Monitors	<b>Wage/Hour Status:</b>	Nonexempt
<b>Reports to:</b>	Safety Command Center Specialist	<b>Auxiliary Pay Grade:</b>	1 (187 Days)
<b>Dept./School:</b>	High School/Safety, Security & Custodial	<b>Date Revised:</b>	9/20/2021

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**Primary Purpose:**

Under general supervision, provide security and protection for students, staff and visitors and prevent property loss due to theft or vandalism. Relay information based on the nature and urgency of the situation and respond appropriately to situations that may develop.

**Qualifications:**

**Education/Certification:**

High School Diploma or GED  
Valid Texas driver's license

**Special Knowledge/Skills:**

Desire and Ability to work with students, parents, faculty, and staff  
Ability to communicate (verbally)  
General knowledge of security

**Experience:**

None

**Major Responsibilities and Duties:**

**Safety and Security**

1. Monitor metal detectors at entry of building.
2. Monitor the interior and exterior of the campus before, during and after school to ensure the safety and welfare of students and staff and to ensure the security of school facilities and assets.
3. Maintains the proper condition of the interior and exterior of the campus.
4. Assists authorized visitors as they enter the campus by giving directions or acting as a guide.
5. Checks permits of students who are out on campus during class time.
6. Monitors student behavior and enforce school rules related to student conduct, vehicle operation, and parking.
7. Reports discipline problems to principal or assistant principal.
8. Receive, detect and investigate alerts regarding unscheduled door openings

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9. Demonstrates teamwork through positive and cooperative working relationships with supervisors and coworkers.

**Safety**

10. Operate equipment according to prescribed safety procedures.
11. Follow established safety procedures and techniques to perform job duties, including scanning, patrolling, lifting, etc.
12. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
13. Inspect and adjust equipment for safety and efficiency and report conditions that are not correctable to supervisor immediately.

**Communication**

14. Communicates effectively with colleagues, students, and parents to provide complete and accurate information in the conduct of district business.
15. Maintains confidentiality in the conduct of district business.

**Other**

16. Adheres to ethical and legal standards and model behavior that is professional and responsible.
17. Meets attendance standards and complies with notification procedures for absences.
18. Complies with district policies, as well as state and federal laws and regulations.
19. Follow district safety protocols and emergency procedures.
20. Has regular in person attendance and complies with notification procedures for absences.
21. Perform other duties as assigned.

**Supervisory Responsibilities:**

None.

**Equipment Used:**

Ability to use security equipment.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

**Mental Demands:** Reading; ability to perform basic arithmetic; ability to communicate effectively (verbal and written); maintain emotional control under stress.

**Motion:** Strenuous walking, standing, and/or climbing; ability to assist in controlling sudden violent

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or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously.

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**Posture:** Prolonged standing, sitting, walking; kneeling, squatting, bending, and stooping; moderate grasping/squeezing, wrist flexion/extension, and reaching

**Lifting:** Frequently light lifting (less than 15 pounds); occasional moderate lifting or carrying (15-44 pounds).

**Environment:** Work indoors and outdoors in varying climate conditions; frequent exposure to noise. May be subjected to adverse and hazardous working conditions.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Received by: \_\_\_\_\_

Date: \_\_\_\_\_