

Mercy High School, Burlingame
Position Description

Job Title: Campus Security Guard
Department: Student Life
Reports To: Assistant Head of School for Student Life
FLSA Status: Exempt/Salaried Employee
Prepared By: Claire Rietmann-Grout
Preparation Date: April 2022
Salary: Starting at \$20 per hour

Summary:

Within the context of the tradition and charism of the Sisters of Mercy, supportive of the Mission and Values of Mercy High School and Catholic Church teachings and doctrine, the Campus Security Guard is responsible for maintaining campus security for students, faculty, and staff. The Campus Security Guard patrols campus and maintains security of buildings and grounds.

Essential Duties and Responsibilities include the following:

To perform the job successfully, the individual must possess the ability to perform as part of a team and have excellent interpersonal skills; have excellent written and verbal communication skills and the ability to work with a wide range of audiences; needs strong organizational skills and be detail-oriented, with the ability to multitask and meet multiple deadlines.

In addition, the Campus Security Guard must be able to meet the following expectations:

- Provide a safe and secure environment for students, faculty, staff, and guests by supporting traffic flow from 7:45AM-8:45AM and 2-3PM (2 hours/ day)
- Establishes and maintains a good rapport with students, parents, faculty, and staff.
- Serves on the Campus Safety Team.
- Assists in the development and implementation of a campus action plan to provide a safe environment and respond to immediate threats to the school community, including violence, criminal incidents, emergency medical incidents, and traffic accidents.
- Assists the Assistant Head of School for Student Life in maintaining a working relationship with the local police and fire departments.
- Assists law enforcement as directed by the Head of School.
- Collaborates with the Sisters of Mercy security team.
- Patrols and confronts unauthorized visitors on campus for proper identification.
- Directs traffic and parking on campus.
- Demonstrates responsible decision making and problem solving skills.
- Performs other duties as assigned by the Assistant Head of School and Head of School.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports the high school's goals and values; benefits the high school through outside activities; supports affirmative action and respects diversity.

Leadership - Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.

Managing People - Includes faculty and staff in planning, decision-making, facilitating and process improvement; takes responsibility for subordinates' activities; makes self available to faculty and staff; provides regular performance feedback; develops subordinates' skills and encourages growth; solicits and applies feedback (internal and external); improves processes, products and services; continually works to improve supervisory skills.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason when dealing with emotional topics.

Project Management - Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.

Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. In addition, the person should have the following experience and/or education to perform the job successfully:

An individual must have related experience in a high school setting, or a combination of elementary and high school experience demonstrating competence in ... and/or other related areas of the job description. The individual must be knowledgeable of Catholic Church teachings and doctrines,

within the context of the tradition and charism of the Sisters of Mercy, while providing a working atmosphere which fosters and promotes these values.

Education and/or Experience:

Successful candidate is required to possess:

- High School Diploma or equivalent
- Demonstrates aptitude in security procedures.
- Private security or public police experience preferred including knowledge of school and local laws.
- CPR certified and a basic knowledge of first aid.
- Valid driver's license.

Computer Skills:

To perform the job successfully, an individual should have a working knowledge of MS Word, Excel, Google Apps, and the ability to manipulate other software used by the school such as PowerSchool.

Physical Demands:

The physical demands described are representative of those that must be met by an individual to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the individual must be able to sit, stand, and/or walk for long periods of time. They must be able to lift or carry up to 50 pounds, reach, squat, climb stairs, kneel, move light furniture and/or equipment, and walk several hours per day in hallways and outside. They must be able to work in heat and cold (outside seasonal temperatures). The individual is regularly required to talk or hear. The individual needs to move from the main school building to lower campus. Specific vision abilities required by this job include close and distance vision.

Work Environment:

The work environment characteristics described are representative of those an individual encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the individual is exposed to outside weather conditions while walking from the main building to the lower campus. The individual's work may be performed outside in seasonal temperatures as well as inside of buildings. Work is performed during both daylight and night hours. Flexibility and patience are required. The individual may have to work

with ropes, chains, locks, pylons, and gates that need to be moved or carried to secure areas. Must be self-motivated and able to complete job assignments without direct supervision. Must be able to work under stressful conditions.

The noise level in the work environment may vary from quiet on normal school days to loud during emergency situations.

Special Instructions:

Firearms will not be authorized or carried at any time to perform job duties.

Please send an introduction email and resume to Claire Rietmann-Grout , Asst. Head of School for Student Life at crietmanngrout@mercyhsb.com.

STATEMENT OF NON-DISCRIMINATION

All school staff of Catholic schools of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories. (Administrative Handbook #4111.4)