



**RANDOLPH TOWNSHIP SCHOOLS**  
25 SCHOOL HOUSE ROAD, RANDOLPH, NJ 07869

**JOB DESCRIPTION**

**TITLE:**

Security Guard

**REPORTS TO:**

Security Supervisor

**QUALIFICATIONS:**

A minimum of 15 successful years in professional law enforcement preferred.

**GENERAL DESCRIPTION:**

The security guard's main function shall be to protect students, personal property, and school facilities.

**RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO:**

1. Directs traffic at the front entrance of the school property and all traffic shall be stopped whenever students are in or waiting to cross the driveway.
2. Patrols the parking lots to see that cars are safeguarded.
3. Visually checks and stops, if necessary, cars entering school property to determine whether occupants have legitimate business on school property.
4. Visually checks and stops, if necessary, cars leaving school property.
5. Checks any person who appears to be loitering on school property. If such person does not have legitimate business on school property, he/she should be requested to leave. If any person refuses to follow instructions, the security guard must report the incident to the administration as soon as possible.
6. Conducts patrols of the parking lots and entire district.
7. Consults with principals concerning any problems or situations that may affect the safety and security of students and property.
8. Keeps a daily log of any reported student infractions.
9. Assists during emergency drills and works closely with administration to facilitate safe and efficient drills.
10. Assists with the assigning of parking where appropriate.
11. Performs such other tasks and assume such other responsibilities as assigned by the Security Supervisor.

**WORK YEAR:** Ten – month position

**DATE APPROVED:**

**BY:**

Board of Education