Job Title: Security Guard  
FLSA Status: Exempt

Department: Security  
Supervises: 0

Reports To: Risk Management Manager  
Approved By: Omar Moore, COO

Job Summary
CIRCLE Foundation Security Officer’s primary duty is to ensure the safety of the organization by making sure all policies and procedures are being followed by the students and staff members.

Reporting Relationships
CIRCLE Foundation Security Officer reports directly to the Risk Management Manager. There are no positions that report to CIRCLE Foundation Security Guard.

Duties & Essential Job Functions
- Secure the school and facility at all times.
- Maintain a secure and safe environment for students, staff and guests.
- Post up outside the building before and after school to secure the safety of students and staff.
- Ensure school and company policies are followed.
- Immediately report any security and safety concerns, violations of school/company policies or illegal activity to supervisor or and administrators and contact law enforcement personnel as authorized.
- Maintain physical presence by the main entrance, when assigned, to observe and support activity and greet, screen and direct visitors as appropriate.
- Monitor and discourage any behavior that is against school/company policy.
- Monitor the floors to assure that students are not wandering around and that they are in their scheduled classrooms.
- Operate metal detector and conduct personal/property searches when directed to do so.
- Provide security and supervision for events and other events when requested by administration or supervisor.
- Assist with fire drills and other emergency building evacuations.
- Establish and maintain a good rapport with students, staff and community members.
- Develop a relationship with local CAPS program and other police personnel to establish a collaborative relationship between the school and the neighborhood police district.
- Participate and provide feedback in the Emergency Management Team (EMT) and staff meetings.
- Attend and successfully complete all staff development trainings.
- Write and submit detailed narrative reports of incidents or other.
- Respond to verbal or electronic inquiries.
- Perform other tasks as may be deemed appropriate by the supervisor.

QUALIFICATIONS And COMPETENCIES
- 2+ years of college-level coursework; Bachelor’s degree preferred
- 1-2 years of basic computer skills including Google Docs and/or Microsoft Applications Word and Excel
- 1-2 years of security experience
- Previous experience with and/or desire to work with at-risk youth
- Detail-oriented
- Effective oral and written communication skills
- Active listening skills
- Ability to assess and evaluate situations effectively
- Ability to identify critical issues quickly and accurately
- Attention to detail

**Required Licenses/Certifications**
Unarmed Security License preferred

**Physical Requirements/Work Environment**

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<tr>
<th>Task</th>
<th>Requirement</th>
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<tr>
<td>Lift 50 lbs regularly</td>
<td>Must be able to frequently move objects that weight up to 50lbs.</td>
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<td>Walk</td>
<td>Must be able to walk around and monitor building and surrounding area for 4+ hours per day.</td>
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<td>Climb Stairs</td>
<td>Must be able to climb stairs multiple times a round.</td>
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<td>Break up physical altercations</td>
<td>Must be able to subdue and restrain participants in physical altercations when necessary.</td>
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<td>Run</td>
<td>Must be able to frequently run to area where assistance is needed.</td>
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<tr>
<td>Stand/ Sit</td>
<td>Must be able to stand and sit for 4+ hours per day.</td>
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<td>Exposure to work</td>
<td>Frequently works in outdoor conditions</td>
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**Revision History**

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**Reviewed History**

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