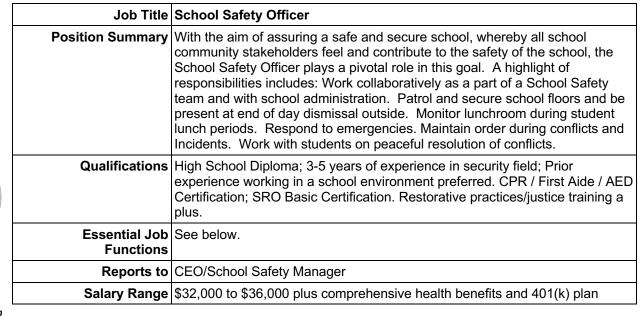
Job Description





201 Stanwix Street

Suite 100

Pittsburgh, PA 15222

(412) 690-2489

Fax: (412) 690-2316

www.cityhigh.org

Essential Functions:

- . Duties include but are not limited to:
 - a. Work collaboratively as a part of a School Safety team and with school administration.
 - b. Patrol and secure school floors and be present at end of day dismissal outside.
 - c. Monitor lunchroom during student lunch periods.
 - d. Respond to emergencies.
 - e. Maintain order during conflicts and Incidents.
 - f. Work with students on peaceful resolution of conflicts.
 - g. Assist with student and locker searches.
 - h. Witness testing of potential drugs to protect due process rights.
 - i. Assist during fire drills.
 - j. Procure students as needed for administration, counseling staff, teachers and parents.
 - k. Examine, process and permit visitor access to school building
- 2. Security Process and Procedures
 - a. Monitor security camera system utilizing DVR as needed for investigations.
 - b. Complete reports by recording observations, information and occurrences when necessary for disciplinary actions regarding students.
 - c. Assist in investigations into possible violation of school policy.
 - d. Assist in securing evidence collected during investigations.
- 3. Collaboration
 - a. Work closely with school administration to proactively and responsively maintain a safe and secure school environment.
 - b. Active member of the School Safety Committee.
 - c. Participate on the Wellness Committee.

Skills and Qualifications:

A high school diploma or its equivalent and 3-5 years of experience in the Security field or a similar role. Outstanding observation and reporting skills. Must have good communication and public relation skills. Trust worthy with the ability to keep any information or incident involving the school or a student confidential. Prior Restorative Practices/Justice training a plus. CPR / First Aide / AED Certification and SRO Basic Certification are required in the role.