

**SECURITY OFFICER**  
**JOB DESCRIPTION**  
**MSD OF WAYNE TOWNSHIP**

PURPOSE: To secure District property.

PERFORMANCE RESPONSIBILITIES:

1. Reports to and monitors areas as assigned by the Coordinator of Safety and Security or his or her designee.
2. Closes and opens all gates at designated times.
3. Checks for vehicles parked in handicapped loading areas to ensure proper parking. Checks for vehicles in unauthorized parking areas and loading zones. Coordinates removal of unauthorized or suspicious vehicles from school property.
4. Investigates any disturbances. Investigates suspicious vehicles, activities, persons, and quells disturbances.
5. Supports students and school personnel with routine car problems.
6. Communicates with school administration about daily schedule.
7. Supports the principal or their designee when requested with routine problems or concerns.
8. Reports all incidents on school grounds to appropriate personnel.
9. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

Revised August 2016