



SCHOOL DISTRICT OF THE CITY OF YORK, PENNSYLVANIA
Office of Human Resources

November 16, 2018

Part-time Security Assistant
Location: William Penn High School
Grade 2, 3.0 Hours per Day
Salary \$11.99 - \$22.74 per Hour

Job Requirements:

1. Must be a high school graduate.
2. CPR trained, First Aide training
3. Strong organizational skills, both written and verbal.
4. Must have the ability to effectively solve problems in a professional manner, demonstrating strong attention to detail and focus under pressure
5. Ability to interact with students, staff, visitors, parents and families in a manner that demonstrate respect and dignity.
6. Trained in de-escalation skills and passive restraint.
7. Act 34 Clearance, Act 151 Clearance, FBI Clearance (self-paid)
8. Act 126 & Act 71 Certification.
9. Drug Screening (self-paid)
10. Letter of Interest, Resume, and Application
11. Security, Public Safety, Criminal Justice experience preferred

Performance Responsibilities:

- Assist School Responders, Security Personnel and Leadership with helping maintain proper building security, by; helping facilitate regularly occurring security duties and functions throughout assigned buildings (particularly at the High School level)
- Help monitor the School during early morning hours, prior to the arrival of the fulltime Security Team; helping escort and chaperone students that arrive at this time (such as: Band, JROTC and Detention)
- Assist Security Staff, SPO's and Building Administration with organizing students into orderly lines for the purpose of entering the Building in an orderly manner thru the designated doors and screening areas
- Serve at assigned posts at "Student and Visitor Intake/Screening Stations" throughout the school; (1) greeting students and visitors, (2) challenging individuals for identification in a professional manner, (3) checking all bags, belongings, clothing and parcels in a thorough and conscientious manner, (4) confiscating banned, prohibited and/or illegal items and contraband, (5) helping to facilitate the "screening and detection process"
- Assist with maintaining proper "access control" throughout the facility



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- After or in addition to assisting with “Student and Visitor Screening Duties”, Security Assistants would also be tasked with helping to:
 - “check” or respond to any audible alarms at “exterior doors” throughout the facility
 - helping support both the “Student Late Hall” and the Frontdoor/Visitor Intake Booth
 - assist with coverage and oversight of the Cornerstone Student population
 - and assist Hall Monitors and SPO’s with patrols of the Restrooms, Locker-rooms and Athletic Complex area for the remainder of the assigned shift
- Assist with providing coverage of CCTV cameras and surveillance equipment
- Assist with required and mandatory reporting
- Attend appropriate training as offered (i.e.: passive restraints, CPR, conflict resolution, etc).
- Assist with possible verbal and/or physical intervention in altercations.
- Carry communication devices and respond to all calls in a timely fashion.
- All other duties as assigned by supervisor.

The Human Resources Office must receive a written statement of interest in this position by all interested applicants.

Non-Discriminatory Policy

The School District of the City of York does not discriminate on the basis of race, color, religious creed, ancestry, age, familial status, sex, national origin, sexual orientation, or disability. The policy of equal opportunity and treatment applies to every aspect of School District operations and activities, including admissions and employment practices.

This policy shall be made known to all persons and organizations associated with the School District of the City of York, to all Educational Placement Services, the Pennsylvania Bureau of Employment Security and all recruiting sources.

Any student, parent, employee, or citizen who feels that they have been denied because of race, color, religious creed, ancestry, age, familial status, sex, national origin, sexual orientation, or disability fair treatment or access of equal opportunity in any aspect of School District operations or activities should contact the Title IX compliance Coordinator, Robert Bernhard or ADA and Section 504 Coordinator, Dr. Linda Brown, Administration Building, P.O. Box 1927, York, PA 17405, phone number (717) 845-3571.

The School District is an “Equal Opportunity Employer.”