Brentwood Borough School District Security

Job Description

**Job Summary**

The Brentwood Borough School Security Officer will identify and report incidents that take place ON SCHOOL PROPERTY and will be responsible for the security and safety of the district properties. The Security Officer will periodically tour the facility to identify any irregularities, observe protection and fire control equipment, uphold order, enforce regulations for the facility regarding the safety of the premises, personnel and visitors.

**Wage** $13.00/hour

**Security Officer Responsibilities and Duties**

* Ensure the security, safety and well-being of all personnel, visitors and premises
* Provide excellent customer service
* Present yourself in a professional manner while wearing the issued uniform and Brentwood School District ID on the outer most garment
* Adhere to all district service and operating standards
* Remain in compliance with local, state and federal regulations
* Immediately respond to emergencies on district owned, rented or leased property
* Protect the district’s assets relative to theft, assault, fire and other safety issues
* Follow procedures for various initiatives, including fire prevention and property patrol
* Monitor all access points to the facilities while on tour and on security cameras
* Be knowledgeable of events scheduled for the time during your shift and remain visible
* Monitor and ensure school doors are secured or unlocked for events
* Answer requests for the issuance of identification badges for district staff and ensure the correct access is linked to the card
* Will work weekends and evenings

**Requirements**

* High School Diploma
* Resume
* Three Professional References
* Security experience preferred
* Physical: *Obtained prior to start date*
* Clearances (Act 34, Act 151, Act 114, Act 168): *Obtained prior to start date*

**Please send resume to the Director of Police and Security: Jeremy.bogdanski@bb-sd.com**