

## NOTICE OF VACANCY

**DATE:** August 1, 2022

**TITLE OF VACANCY:** Security Personnel

**LOCATION:** Matheny-Withrow Elementary School

**HOURS PER DAY:** 8

**DAYS PER YEAR:** 178

### REQUIREMENTS/QUALIFICATIONS:

1. A minimum of High School Diploma or equivalent required, Bachelor Degree preferred
2. Ability to complete assigned duties with minimum supervision
3. Ability to understand and follow verbal and/or written directions
4. Ability to communicate and maintain good working relationships with District 186 staff, students, parents and public
5. Be punctual and regular in attendance

**PHYSICAL DEMANDS:** Must pass pre-placement agility/fit for duty exam with MOHA

### SPECIFIC RESPONSIBILITIES:

1. Become acquainted with the school's evacuation plan, to include your involvement in the plan, as well as the school's fire and security alarm systems
2. Become acquainted with the schools "School Safety/Crisis Management Plan", to include your involvement/responsibilities with the plan
3. Monitor school and grounds, to include parking lots, for unauthorized persons trespassing, illegal activities, and students not in possession of a pass
4. Monitor all exterior doors and insure that only the doors that have been identified to be unlocked are, and exterior doors that should be locked are locked
5. Remain at your assigned area of responsibility, as designated by the school principal or his/her designee
6. Monitor student movement and activities before, during, and after school, to include hallways, parking lots, commons area, cafeteria, bus and vehicles loading and unloading
7. Responsible and accountable to uphold and enforce Springfield Public Schools policies and procedures, protect lives and property, and maintain peace and order within the school community; be supportive of school and school district's policies and procedures
8. Responsible for reporting, investigating, and documenting the results of any school incident, which will be completed on the "School Incident Form"
9. Work closely with the School Safety Officer (SSO) assigned to your school, and be pro-active in your approach of possible incidents/problems within the school community
10. Assist in managing discipline, escort students as necessary
11. Establish and maintain a working relationship with students, teachers, parents, and others in attendance, at all after-school activities, when assigned
12. Conduct security surveys and school safety assessment audits, within the school community, as directed by the Coordinator of Safety and Security for the District or the school principal or his/her designee
13. Attend and successfully complete all required training including in-service training, CPI training, and other classes and seminars required or requested to attend
14. When requested, prepare and submit detailed reports, memorandums and letters, dealing with security and safety issues within your school community and/or school district
15. Report to work at the designated time, do not abuse sick leave, and maintain a professional appearance and good physical conditioning
16. Perform other security and safety duties as assigned by coordinator of safety and security or the school principal or his/her designee

### APPLICATION DEADLINE/OPEN UNTIL:

August 9, 2022 at 4:00 p.m.

### APPOINTMENT DATE:

August 18, 2022

**SALARY:** \$16.67 Per Hour

(Step I – 2021-22 Salary Schedule or Appropriate Step)

**BENEFITS:** Personal and Sick Leave - Medical Insurance - Life Insurance - Illinois Municipal Retirement - Paid Holidays as per negotiated agreement.

**HOW TO APPLY:** go to [www.sps186.org/humanresources](http://www.sps186.org/humanresources) and click on classified vacancies, follow online instructions OR

### Refer application and resume to:

Gina McLaughlin-Schurman, Director of Human Resources

1900 West Monroe Street

Springfield, IL 62704

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