

**PUEBLO SCHOOL DISTRICT 60**  
**CLASSIFIED JOB DESCRIPTION**

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

**Job Title:** Substitute Security Guard  
**Prepared Date:** 1/7/2019  
**Revised Date:** 9/25/2023  
**Work Year:** As Needed  
**Department:** Substitute Services  
**Reports To:** School Principal/ Substitute Coordinator  
**Salary Range:** Hourly Salary Schedule Step 1  
**Benefits:** None  
**Status:** FLSA Status: Non-Exempt

**SUMMARY OF FUNCTIONS:**

The primary responsibility of the Substitute Security Guard is to perform related duties of a security guard to provide continuity in the day-to-day responsibilities during the absence of the regular employee. **Note: Substitute employees are employed on an as needed, on-call, day-to-day basis and are not guaranteed work on a regular basis. There are no benefits associated with substitute employment.**

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**REQUIRED:**

- High School Diploma or equivalent
- Previous experience or training in security related position

- Reliable transportation and ability to travel to various district sites as required
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

**PREFERRED:**

- Previous school district experience
- CPR and First Aid Certification

**SKILLS AND KNOWLEDGE:**

- Customer service and public relations
- Ability to diffuse and manage volatile and stressful situations
- Ability to learn and apply behavioral management techniques with consistency and good judgement
- Ability to prioritize, plan, organize, and execute work using independent judgment
- Knowledge of District and school policies and procedures
- Basic computer skills and ability to use a computer for word processing
- Excellent work attitude, with willingness to take responsibility for project completion and implementing initiative in reaching organizational goals
- Ability to establish and maintain a professional/effective working relationship with all staff, students, and parents
- Ability to make independent decisions in accordance with established policies and procedures; Ability to answer routine questions
- Ability to follow verbal and written instructions

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Monitor building including hallways, classrooms, stairwells, and parking lots
- Direct visitors to appropriate destinations
- Escort intruders off campus and involve law enforcement officials when necessary
- Use a variety of appropriate measures to keep proper order on campus
- Escort students to/from class/campus as directed by an administrator or teacher
- Be proactive in preventing damage to school, staff, and student property
- When aware of ongoing or planned off-campus activities that may be detrimental to the welfare and safety of students, report such activities to the School Administration

- Clear and check the school building during a fire drill or other instances of emergency evacuation
- Assist classroom teachers in dealing with disruptive students
- Witness building administrator student searches for weapons or illegal drugs
- Deliver messages to teachers and students for administrators, teachers, and secretaries
- Supervise after school and in-house detentions when requested by building principal
- Supervise classroom(s) when a teacher requests assistance while he/she may need to leave the classroom
- Lock and unlock parking lot cables
- Escort students to in-school exclusion and obtain their school work
- Work cooperatively with police officers

**NON-ESSENTIAL DUTIES:**

- Perform any and all other duties as assigned by the Principal or department head

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In a 9-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)
- F – Frequently (2.5 – 6 hrs per day)
- NA – Not Applicable

- O – Occasionally (.5 – 2.5 hrs per day)
- C – Continually (6 – 9 hrs per day)

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting			X		
Stationary Standing			X		
Walking (level surface)					X
Walking (uneven surface)			X		
Crawling			X		
Crouching (bend at knees)				X	
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)				X	
Turn/Pivot				X	
Climbing (stairs)			X		
Climbing (ladder)			X		
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms					X
Repetitive use wrists					X

Repetitive use hands grasping					<b>X</b>
Repetitive use hands squeezing					<b>X</b>
Fine manipulation			<b>X</b>		
Using foot control			<b>X</b>		
*Pushing/Pulling Maximum weight: <b>50 lbs.</b>			<b>X</b>		
Lifting Maximum weight: <b>50 lbs.</b>			<b>X</b>		
Carrying Maximum weight: <b>50 lbs.</b>			<b>X</b>		

**WORKING CONDITIONS:**

Employee will work primarily in a school/office environment with both natural and fluorescent lighting; fast-paced work; constant interruptions; works in classrooms and hallways surrounded by students and staff of various ages and abilities; potential contact with blood and other body fluids and communicable diseases. Daily work schedules will vary depending on student and school needs.