

**HARTLAND CONSOLIDATED SCHOOLS  
HARTLAND, MICHIGAN**

**POSTING DATE: March 2, 2020**

**NON-UNION JOB POSTING**

**POSITION:** **Daytime Security Officer**

**BUILDING:** Hartland High School

**POSTING DATES:** March 2, 2020 until filled

**SALARY:** \$12.35 per hour

**WORK YEAR:** 180 student instruction days during the 19-20 School Year  
(August 21, 2019 – June 3, 2020)

**HOURS:** 9:00 a.m. – 1:00 p.m. (4 hours per day)

**QUALIFICATIONS:** High School diploma or GED, prior security experience preferred, valid driver's license, ability to communicate effectively and apply conflict resolution. Must have a highly developed sense of integrity and meet all attendance and dependability requirements.

**RESPONSIBILITIES:** Responsible for monitoring front entrance of school; supervise students, parents and community members that are in the building for evening events; periodic walk-through of the building to confirm sections are secure; work with administration, coaches and parents to address security issues and potential negative behaviors and secure the building at the end of evening events.

**POSITION AVAILABLE:** For immediate hire.

Those who are interested please send letter of application and resume to:

Ms. Kate Gregory, Principal  
Hartland High School  
10635 Dunham Road  
Hartland, MI 48353  
(810) 626-2200, FAX #: (810) 626-2201  
KateGregory@hartlandschools.us

HARTLAND CONSOLIDATED SCHOOLS  
HARTLAND, MICHIGAN

JOB DESCRIPTION

TITLE: **SECURITY GUARD – HS**

QUALIFICATIONS: 1. A high school diploma or equivalent  
2. A Michigan driver's license  
3. A good driving record

REPORTS TO: High School Assistant Principal

PERFORMAMNCE  
RESPONSIBILITIES:

1. Responsible for monitoring the school building
  - a. Monitor front entrance of building and greet visitors.
  - b. Monitor student entrance.
  - c. Supervise students and parents that are in the building.
  - d. Ensure doors are locked and secure.
  - e. Monitor hallways during class time and passing time.
2. To control student movement in and out of the parking lots.
  - a. Assure that student have the necessary passes to leave the parking lot during the school day.
  - b. Assure that student have the necessary passes to be in the parking lot during the school day.
  - c. Refer to the Assistant Principal students who violate the student code of conduct outside the building during the school day.
  - d. Monitor the parking lot for persons who are not students or employees of the district, and refer them to the office or see that they leave the property.
  - e. Monitor the parking lots for vandalism and/or theft from vehicles.
3. Assist in the enforcement of the parking regulations.
  - a. Refer to the Assistant Principal all vehicles which do not have the proper sticker or are not signed in at the front office.
  - b. Assist in the towing of vehicles as authorized by the Assistant Principal.
  - c. Refer to the Assistant Principal students who operate their vehicles in an unsafe manner.
  - d. Issue warning to first-time violators of school parking regulations.
4. Perform any such other duties as will aid the Assistant Principal in enforcing the student code of conduct and protecting the safety of people and their property on school grounds.

TERMS OF EMPLOYMENT: 180 days (same calendar as students)

EVALUATION: Performance of this job will be evaluated in accordance with Board Policy on evaluation of non-union personnel.