

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 8/9/22



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- Recognition:** Students Staff Parents
Information: Building Report Old Business Superintendent's Report
Action: Resignation Hiring Contract Service Agreements
 Travel Out-of-State Travel In State Approvals
 Termination Legal Matters Other:
 This action request pertains to Elementary (only) High School/District Wide
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Date: 8/03/2022

To: School Board Members

From: Corrina Guardipee-Hall ED.S.
Title: Superintendent

Subject: Create (2) School Security/Custodian Positions

Description: With an increase in violence around the country I am requesting two in-school, school security positions; one at BMS and one at BHS to help keep our students safe.

Financial Impact: \$per Classified Negotiated Lane 3 agreement & experience

Funding Source (Budget/grant, etc.): Impact Aid

Attachment(s): Job Description

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled to: _____



Security Custodian

Summary of Functions

Under general supervision, performs security and custodial functions in schools during non-traditional hours (afternoon to evening, weekends, etc.) in coordination with school activities during those hours. Monitors hallways, and performs security checks of building and grounds. Cleans facilities following Night School, evening tutor classes and other school activities held during those times. Maintains buildings and grounds including related furnishings in a clean, safe, attractive, and supplied state so students, staff and the public are comfortable in using them. Works during school breaks, including summer, to perform district security checks and certain “deep cleaning” and minor maintenance as assigned.

Essential Duties and Responsibilities

- 1) Patrolling – Routinely patrols building and grounds and monitors hallways and rooms to determine they are in a safe and secure condition; verifies that occupants of the facilities are authorized users or staff and that they are safe and secure in such use; ensures that doors and windows are locked and secured.
- 2) Monitoring – Watches for situations in which illegal activity may occur and issues warnings as necessary. Listens to 2-way radio and police scanner for any events developing which may affect BPS facilities or their occupants.
- 3) Reporting – Immediately reports to local emergency services, by 2-way radio or telephone, any apparent, pending, or actual breach of security, damage to facilities, or injury to occupants; takes appropriate action to reasonably prevent or mitigate such damage or injury; submits written report on daily basis including security violations by building supervisor.
- 4) Emergencies – Provides First Aid and CPR assistance to those in need. On an as-needed basis, responds to emergencies that may arise at school facilities and provides assistance to school services.
- 5) Cooperation – Develops cooperative relationships with local police, juvenile officers, and other emergency service; requests and provides assistance as necessary.
- 6) Alarm Systems – Activates and deactivates building security alarm system. On a periodic basis, tests alarm system for heat and smoke detection and ensures that fire extinguishers are in place and charged.
- 7) Weapons – No weapons are to be carried or used. Situations are to be defused by discussion and/or calling for assistance. Self-defense measures may be used where there are no alternatives available.
- 8) Training – Attends training sessions, at BPS expense, as directed by the supervisor and submits to testing and licensing as a result of such training. Must complete training in security/law enforcement field, Right to Know and First Aid/CPR at the first date offered by the district following hiring unless previously qualified.
- 9) Uniform – Wears certain clothing, insignia and equipage provided by BPS during duty hours and keeps such items clean and in good condition at employee's own expense.
- 10) Grounds – Monitors condition of walks, parking areas, and lawn areas and removes trash and debris for disposal. During winter, shovels snow, sands sidewalks and other designated areas as appropriate. During summer, sets and operates water sprinklers on a regular basis to maintain lawn areas.
- 11) Floors – Keeps all floors in a clean and attractive condition and in a good state of preservation. Sweeps,

mops, polishes and strips floors in rooms and halls. Vacuums, spot cleans and/or shampoos rugs, and carpets.

- 12) Sanitation - Cleans, sanitizes and disinfects restrooms, locker rooms, showers and drinking facilities. Empties waste receptacles, collects trash and debris for proper disposal.
- 13) Minor Maintenance – Makes minor building and furniture repairs and adjustments. Reports major repairs to supervisor or appropriate personnel. Reports immediately to the supervisor or designated personnel any damage to school property.
- 14) Hazardous Materials – Complies with local laws and procedures for the storage and disposal of trash, rubbish and other waste.
- 15) Other – Performs such other functions and assumes such other responsibilities as the supervisor may from time to time assign or delegate.

Organizational Relationships

Supervised by and reports to the Director of Facilities, but works under and is directed by the building administrator on a day-to-day basis.

Qualifications

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- High school diploma or equivalent.
- Good communication and organization skills.
- Knowledge of the various types of cleaning chemicals and agents and their mixing requirements.
- Ability to read, write and perform simple math.
- Ability to work with others and without close supervision.
- Willing to work shifts that may rotate between day, afternoon, and evening on a periodic basis and split shifts, such as two hours in the morning and six hours in the evening.
- Physical ability to: stand for prolonged periods; walk short distances; stoop, bend and twist frequently; climb ladders and work at heights; reach above shoulder height; exert up to 60 pounds of force to lift, carry, push, pull or otherwise move objects; work outdoors during all types of weather.
- High standards and record of honesty and trustworthiness
- Good work habits.

Desirable Qualifications – Previous successful security and custodial experience.

Work Environment – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.