

## **JOB DESCRIPTION**

### **San Leandro Unified School District**

#### **Security Guard- District Office**

##### **Purpose Statement:**

The job of the Security Guard-District Office is responsible for ensuring a safe and welcoming environment for staff, visitors, students and families. The position includes front-line public interaction, access control, routine patrols, and serving as a visible security presence to deter unauthorized activity. The Security Guard- District Office provides excellent customer service while supporting the district's goals for safety and community engagement. This job reports to the Assistant Superintendent or Designee.

##### **Position Summary:**

The Security Guard-District Office assists with district office safety, including monitoring traffic flow and general district office grounds monitoring. Ensures district office campus safety for staff, students, families and visitors. Remains alert to emergency situations and provides first-line response or referrals as needed. Shifts vary.

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#### **Essential Duties and Responsibilities**

- Greets and assists visitors, employees, and the general public in a professional and courteous manner.
- District office grounds patrol, enforce policies/laws, assist with crowd & event monitoring (i.e Board meetings) and report writing
- Patrol parking lots and parking policy enforcement, enforce district policies, monitor doors/cameras, respond to incidents, write reports, support events, customer-service oriented approach.
- Monitors and controls access to the district office to ensure only authorized individuals are permitted entry.
- Monitor and secure entrance/exits, parking lots, and grounds; enforce rules and report violations
- Guide visitors, staff, students and families on district regulations
- Maintains visitor logs and issues visitor badges in accordance with district protocols.
- Patrols interior and exterior areas of the district office to monitor for safety hazards, suspicious behavior, or unauthorized individuals and reports violations.
- Responds to safety or security incidents calmly and effectively, including conflicts, disturbances, or emergencies.

- Participate in emergency procedures and provide first response as necessary.
- Works closely with school site and district office staff to support emergency procedures and drills.
- Operates security systems such as surveillance cameras, alarms, and communication devices.
- Prepares and submits incident reports and daily activity logs.
- Assists with traffic control in parking areas as needed.
- Collaborates with law enforcement or emergency personnel during incidents when necessary.
- Support district operations with tasks like facilitating deliveries, moving boxes

## **Other Functions**

- Performs tasks requiring sufficient physical stamina and performs and responds to other duties as assigned that support the safety and operations of the District Office.

## **Job Requirements: Minimum Qualifications**

### **Skill, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: administering first aid; operating standard office equipment; using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: Principles and practices of public safety and security, Customer service techniques and practices, Basic conflict resolution and de-escalation techniques, Emergency response protocols and communication, District policies and procedures, codes/laws/rules/regulations/, security practices; record keeping and methods of investigation.

ABILITY is required to remain calm and professional under pressure. Communicate clearly and respectfully with diverse groups of people. Ability to work with a diversity of individuals and/or groups; Exercise sound judgment in potentially stressful or sensitive situations. Observe and report accurately and objectively. Work independently and as part of a team. Use computer systems and basic office equipment. Collate data and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances. Problem-solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; maintaining confidentiality; defuse threatening situations; working as part of a team; and working with detailed information/data.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

## **Working Environment**

The usual and customary methods of performing the jobs functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. May require standing or walking for extended periods. Generally, the job requires 15% sitting, 75% walking, and 10% standing. The job is performed under temperature extremes and under conditions with exposure to risk of injury and/or illness. Work is performed both indoors and outdoors with exposure to varying weather conditions. May involve exposure to challenging or emotionally demanding situations.

**Experience:** Previous experience in security, public safety, or customer service preferred.

**Education:** High school diploma or equivalent required. Bilingual skills desirable.

**Certifications:** Any professionally recognized certifications in security related fields. California Bureau of Security and Investigative Services (BSIS) Security Guard registration is encouraged, but not required.

### **Continuing Edu Training:**

CPR/First Aid certification (or ability to obtain)

### **Clearances:**

Criminal Justice Fingerprint/Background Clearance

TB Screen

### **FLSA Status**

Non Exempt

### **Board Approval Date**

September 9, 2025

### **Range**

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