# Southington Public Schools

### September 11, 2017

### NOTICE OF VACANCY

INTERNAL POSTING

**POSITION:** Security Attendant (School Year)

 Work days & hours: Monday through Friday; 7:15 am until 2:30 pm

**LOCATION:** Southington High School

## SALARY $18.50 per hour

**RANGE:**

####  FINGERPRINTING AND DRUG TESTING WILL BE REQUIRED FOR NEW EMPLOYEES

**DESCRIPTION:** Monitor assigned lavatories in relationship to inappropriate student behavior. Report such behavior to the Principal or designee. Monitor student behavior within the school building or on school grounds. Report incidents where possible alcohol, tobacco and other drug use or other illegal activities may be occurring. Maintain and report on the security of all doors and windows. Report any unsecured area. Report any vandalism. Monitor visitors on school grounds and at entrances to the school. Monitor and report violations of any school regulations, including, but not limited to parking regulations and building safety regulations. Monitor and report any unauthorized or suspicious motor vehicles on school grounds. Assist in all tasks related to student arrival and dismissal time frames, including monitoring and control of traffic on and off school grounds as necessary. Assist other staff members with the management of student behavior, including but not limited to responding to incidents which are disruptive in nature, according to school policy. Perform other related duties that may be assigned by the Principal or designee.

**QUALIFICATIONS:** High school graduate or equivalent. Demonstrated experience in security related

 employment preferred. Health and Physical stamina to accommodate job

 responsibilities. Good interpersonal skills / able to relate to teenage students. Good

 interpersonal skills with adults. Team player. Security or related background preferred.

**APPLICATION Please submit your letter of interest and updated resume to:**

**PROCEDURE:** Kimberly Hunt

Personnel Manager

 200 North Main Street

 Southington, CT 06489

## APPLICATION CLOSING DATE: September 15, 2017