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Campus Security-Part-time Position

Qualifications: Knowledge of the neighborhood, ability to be firm and consistent with students, organizational skills, strong bilingual skills

Responsibilities and duties include, but are not limited to the following:

Communicate:

- Stay in clear communication with the Head of Security re: daily tasks, and any questions that arise in relation to the completion of your tasks.
- Debrief with Head of Security during and/or at the end of each day to cover what student incidents you encountered.
- Maintain professional working relationships with students, parents and co-workers.

General:

- Follow daily schedule carefully, and communicate immediately in the event that something obstructs you from following the daily schedule.
- Facilitate In-school Intervention when needed.
- Communicate to students with a level of respect, including:
 - Approach with an attitude of “solving problems”
 - If a student is confrontational – report it, do not argue
 - If a student breaks a rule in your presence, guide them in doing what they need to, and let them know that you will be reporting what you saw.
- Be sure to be at security post and vigilant of student movement during passing periods, including but not limited to:
 - Keep students moving from class to class, not chatting;
 - Ensure that students are not entering into business or other; storefronts that are not a part of our school campus (see campus map);
 - Ask to see student passes when students are moving during class time.
- Be sure to monitor your designated location during class time, being vigilant of student movement.
 - Ask to see student passes when students are moving during class time
- Maintain professional conversations while communicating on “walkie-talkies”.
- In the event of potential danger to students and staff – communicate IMMEDIATELY to Principal and Head of Security

Please send a cover letter, resume and/or CV to apply@pedroalbizucamposhs.org.

*Learn more about the culture of Albizu Campos Puerto Rican High School
at <https://www.flickr.com/photos/pachs/>*