

LACEY TOWNSHIP SCHOOL DISTRICT
SCHOOL SECURITY AIDE JOB DESCRIPTION

- QUALIFICATIONS:
1. High School diploma or an equivalency certificate
 2. Personal qualities must include proof of good moral character.
 3. Possess the ability to work with children and cooperate with staff.
 4. Must meet all required health and background requirements

REPORTS TO: Building Principal and/or Designee

JOB GOAL: Facilitate the access of all visitors to and from the school building during school hours.

PERFORMANCE RESPONSIBILITIES:

- * Greet all visitors and inquire as to reason for visit
- * Maintain electronic access to the building
- * Assist with all security, fire, and evacuation drills
- * Accept all items to be dropped off for students or staff
- * Provide assistance for all parent and/or community events during school day
- * Clerical tasks may be required at the discretion of the Administration

Security Aide will sign in and out daily, in the main office
No cell phone use is permitted on duty

APPROVED: Lacey Township Board of Education

DATE: October 17, 2011