



SPECTRUM ACADEMY OF EXCELLENCE

Position Description

Position Data

Position Title:	Security Guard
Reports to:	Principal
Department:	Auxiliary
Type of Employment:	Full Time

Position Purpose

The Spectrum Academy of Excellence exists to provide high-quality, engaging, and effective learning through strategies of individualized learning and development, creative communication, and social skill building. Spectrum Academy aims to foster life skills and independence while supporting emotional and behavioral growth. Spectrum Academy requires and expects the team members to commit to creating and maintaining an inclusive learning environment that promotes meaningful progress and prepares every child for lifelong success.

Key Responsibilities

- **Maintain a safe and secure school environment** for students, staff, and visitors.
- **Monitor entry and exit points**, ensuring only authorized persons access the premises.
- **Patrol school grounds, buildings, and facilities** regularly to detect and prevent safety or security risks.
- **Respond promptly to incidents, emergencies, or disturbances**, including student altercations or unauthorized visitors.
- **Support the enforcement of school policies** related to safety, conduct, and restricted areas.
- **Assist with crowd control and supervision** during assemblies, school events, and extracurricular activities.
- **Report and document incidents** accurately and in a timely manner.
- **Collaborate with school administration and staff** to address safety concerns.
- **Liaise with law enforcement or emergency services** when required.
- **Act as a positive role model**, maintaining professionalism and building trust with students.

Education & Certification

- Completion of secondary school education.
- At least three (3) years' experience in security work.
- Physical fitness to perform the duties of a security guard.

Work Experience

- At least 3 years work experience in the security or law enforcement, or a related field.
- Some knowledge about students with special educational needs, especially Autism, ADHD, Dyslexia and other learning abilities.
- Customer service skills.
- Patience working with children

Skills & Competencies

- Excellent communication and interpersonal skills.
- Commitment to continuous professional growth.

Work Environment

- May require occasional evening or weekend work for events.

Physical Requirements

- Ability to lift heavy equipment (if applicable).

Certification and Agreement

I certify that I have read and fully understand the duties, responsibilities, and expectations outlined in this position description. I acknowledge that this document reflects the primary functions of my role, but is not intended to be an exclusive list of all duties. I understand that my responsibilities may be modified or adjusted as required to meet the needs of the school within my role as a teacher. SPECTRUM ACADEMY LLC I agree to carry out my role to the best of my abilities, uphold the Spectrum Academy's mission and values, and comply with all relevant policies, procedures, and guidelines.

Spectrum Academy LLC Representative

Name: **CEO/COO**

Title: **Chief Executive Officer/Founder**

Signature: _____

Date:

Member of Staff

Name:

Position / Role:

Signature: _____

Date:

END