

SECURITY PERSON: ROLE AND RESPONSIBILITIES

Background

A Security Person, reporting to the Principal, will provide for the care, welfare, safety and security of students and staff at the Yorkton Regional High School.

Procedures

The Security Person will have specific responsibilities for:

1. Relationships with Students & Staff
 - 1.1 Develop positive relationships with students and model respectful behavior towards them so that in the event of a crisis situation he is able to de-escalate the situation.
 - 1.2 Effectively manage individuals that are disruptive, aggressive, or out of control.
 - 1.3 Discuss school problems and confidential matters only with the appropriate personnel.
 - 1.4 Monitor vehicles parked on school property and issue tickets to vehicles parked illegally.
 - 1.5 Patrol hallways and check washrooms and report infractions of rules.
 - 1.6 Observe traffic and students as they board the school buses and report infractions and/or incidents.
 - 1.7 Keep grounds clean from garbage.

2. Confidentiality
 - 2.1 At no time should a Security Person discuss in public information pertaining to employees, students or the operation of the division. A Security Person is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act*.

3. Other Duties As Assigned
 - 3.1 Performs other duties and obligations as assigned by the Principal.