



PEKIN
COMMUNITY
HIGH SCHOOL
DISTRICT 303

320 Stadium Drive, Pekin, IL 61554



Carla J. Schaefer, Chief Financial Officer

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NOTICE OF PERSONNEL OPENING

POSITION:

Security Guard

REPORTS TO:

Building Level Administration

ANTICIPATED START DATE:

April 2024

TERMS OF EMPLOYMENT:

9 months salary and fringe benefits per the contract

Evaluation:

Evaluated by the Assistant Principal/Dean using the agreed upon evaluation tool.

QUALIFICATIONS:

To maintain the security and safety of the student body, faculty and staff; patrol campus and maintain security of buildings and grounds; must be reliable, able to work flexible hours and be in good physical condition.

DUTIES/RESPONSIBILITIES:

The criteria indicated below are intended to describe various types of work that may be performed. The exclusion of specific responsibilities does not prohibit them if the work is similar, related, or a logical task of the position.

- Work with Principal/Assistant Principal in supervising security operations during the school day. Assist law enforcement personnel as needed.
- Assume responsibility, under the direction of the Assistant Principal and Principal, for logistical issues and placement of security guards throughout the building during events held outside of school hours.

An Equal Opportunity Employer

www.pekinhigh.net

- Respond to a variety of situations (e.g. accidents, injuries, vandalism, fire alarms, etc.) for the purpose of taking the appropriate action to resolve immediate safety and/or security concerns.
- Be available to work security at after school and weekend events held on school premises.
- Collect and turn in timesheets for security hours outside of school day and mileage.
- Work cooperatively with office personnel to inform students of problems with vehicles (i.e. improperly parked, lights on, etc).
- Supervise student conduct in common areas, restrooms, and outside the buildings.
- Watch for suspicious and unauthorized persons on campus.
- Direct traffic flows around buildings.
- Maintain close communications with the Assistant Principal, Principal, police liaison officer and deans.
- Supervise parking lots and maintain student and staff vehicle records and parking.
- Perform other duties as assigned.

Interested candidates should upload all materials into Applitrack. A letter of interest, resume detailing educational background and experience, and letters of recommendation should be submitted.

ON-LINE APPLICATION LINK:

<http://www.applitrack.com/pekinhigh/onlineapp/>

March 28, 2024



WHY JOIN THE PCHS TEAM?

Our top-notch educators function as a large family, and our vibrant, positive culture is dedicated to the success of all students.

Our extensive programs and courses connect to the ever-changing world and prepare students for post-high school pursuits in college, training, careers, and military.

Various student programs serve our school and community while providing training for our students, including an in-house daycare/preschool for employees' children (ages 6 weeks through Pre-K), a restaurant within the school where you can have lunch or plan a cross-curricular culinary experience, an automotive program where you can have your car serviced, a graphic design class that can create your brochures or posters, and many more.

We are a 1:1 school, and we strive to offer the most effective technology to benefit instruction and ensure digital citizenship.

We offer support for teachers new to PCHS in the form of peer mentorships, instructional coaching, and a wide variety of professional development opportunities.

We are financially stable, consistently earning ISBE's highest financial profile recognition status.

Learn more by watching our informational video and following PCHS on social media!

<https://www.youtube.com/watch?v=3ASpAhkl7fc>

