

# Scottsdale Unified School District

Mohave District Annex, 8500, East Jackrabbit Road,  
Woodleaf, Scottsdale, Maricopa, Arizona, 85250,  
USA



Phone : 480-484-6100

Web : <https://www.susd.org/>

## Job Summary

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Vacancy :

Deadline : Jul 30, 2025

Published : Jun 30, 2025

Employment Status : Full Time

Experience : Any

Salary : \$18.74 - \$19.49 an hour

Gender : Any

Career Level : Entry Level

Qualification : High School Diploma or G.E.D. required. College classes in criminal justice or related field preferred.

## Full job description

**PAY GRADE:** I

**FLSA STATUS:** Non-Exempt

### POSITION OBJECTIVE:

Conducts security patrols on school grounds and at extracurricular events. Provides for the security and protection of students, staff and property at assigned site. Monitors access, behavior, and incidents and conducts escorts. Diffuses situations, conducts searches, and works with school administration and local law enforcement. Documents and maintains incident reports. Up to 50% of the job is spent outside, possibly in extreme heat (100-120 degrees).

**DUTIES & RESPONSIBILITIES:** (These duties are a representative sample; position assignments may vary.)

- Provides a highly visible security presence at school campuses on foot, vehicle, or bicycle and monitors activities before, during, and after school hours, as well as during extracurricular events. Monitors student behavior on campus and assists in student control in surrounding neighborhoods as appropriate. Checks passes and identification cards. Operates a two-way radio to communicate with others. Monitors security systems to include closed circuit surveillance video. Prepares referrals on students and reports misconduct to administrators. Answers routine inquiries, identifies the presence of unauthorized personnel, inquires about the nature of their visit, and reports their presence to the front office. Interacts and maintains positive relationships with students, parents, school administrators, other school staff, the public, and other agencies for the purpose of communicating and/or receiving information regarding situations that may affect safety within the school environment. Maintains confidential information.
- Monitors the arrival and departure of students and visitors entering or leaving campus and/or parking lots. Patrols parking lots, directs traffic and parking on campus as needed. Inspects vehicles for appropriate parking stickers and potential security violations.
- Escorts students to and from buildings on campus. May monitor classroom settings. May be required to control classroom disturbances, behavior problems, defiance of authority, and defuse physical and verbal altercations. Provides crowd control at extracurricular and special events. Checks and monitors gates, doors, bathrooms, and classrooms for safety concerns on a regular basis.
- Prepares campus by unlocking and locking appropriate doors and inspects facilities for damaged or suspicious items. Secures and sets alarms on campus gates and doors after regular school hours and following events on evenings and weekends.
- Responds to emergency situations, which may include alarms, fights, injuries, accidents, and/or other related incidents, to ensure the safety of students, staff, and property. May administer first aid and/or CPR. Assists administrators, staff, and students during crisis situations including fire drills, lockdowns, bomb threats, and other emergencies. Helps to evacuate or lockdown buildings as needed.
- Prepares and maintains written and electronic reports related to student behavior and security activities. Communicates via email system.
- May assist or be assigned to other district campuses as needed. Reports clean-up and repair needs to appropriate personnel, and assists in clean-up or repairs when there is a safety risk. Participates in mandatory district / local in-service training programs. Works a flexible work schedule to include split shifts, extra duty, evenings, nights and weekends. Performs other duties of a similar nature or level as directed.

**EDUCATION & EXPERIENCE:** (positions in this class typically require):

- High School Diploma or G.E.D. required. College classes in criminal justice or related field preferred.
- Experience working with youth and public preferred
- Experience working with special needs students preferred;
- One year of related work experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above

**LICENSING REQUIREMENTS:** (positions in this class typically require):

Licensing Requirements:

- Ability to obtain First Aid and CPR Certifications within 30 days of employment and maintain a current status;
- Valid Arizona Driver's License required;
- Successful completion of Security Officer training program prior to the end of probationary period.
- Must be able to pass a fingerprint and criminal background check.
- Applicants recommended for hire will receive instructions on how to obtain a fingerprint clearance card as a condition of employment.

**KNOWLEDGE:** (position requirements at entry): Knowledge of:

Knowledge of:

- Safety and security principles, practices, equipment, and procedures;
- Knowledge of Arizona and Federal laws pertaining to schools and youth preferred
- Knowledge of drugs and alcohol and their detection and effects
- Knowledge of surveillance equipment preferred
- Modern office equipment to include a computer and related software applications, copy machines, fax machines, and telephones.

**SKILLS:** (position requirements at entry):

Skill in:

- Providing customer service;
- Monitoring and maintaining order among school-aged children;
- Recognizing potential security risks and identifying and resolving potential security issues;
- Observing situations, accurately determining an effective course of action, recalling details, and preparing written reports;
- Problem solving, exercising judgment, and making decisions as to appropriate action under pressure in accordance with rules, regulations and policies;
- Verbal and written communication;
- Interpersonal skills as applied to interaction with coworkers, supervisor, students, parents, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- Interacting with a significant diversity of individuals or groups;
- Working individually or working within a team;
- Deescalating volatile students and situations in a non-threatening manner
- Interacting with people who are often confused, angry and/or openly hostile, while maintaining proper security and decorum
- Gathering, collating, processing, evaluating, and/or classifying data
- Operating a variety of standard modern office equipment to include a computer and related software applications, performing computerized word processing, comprehension, summarizing and writing/editing, operating a copy and fax machine, telephone, and portable radio.

### PHYSICAL REQUIREMENTS:

Physical mobility is an essential part of the job. Positions in this class typically require: standing, sitting, walking, running, climbing, jumping, bending, kneeling, stooping, reaching, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing and repetitive motions. Vision and hearing should be rated as acceptable to obtain and maintain the required Arizona driver's license. Physical requirements may be subject to testing.

At a minimum, candidates must have the physical ability to:

- Restrain and control potentially violent students and/or other persons;
- Move quickly and forcefully in response to unexpected situations;
- Maneuver and work in a variety of ground conditions to include paved, gravel, rough or turf areas;
- Climb stairs, to include stadium stairs, as well as other elevations;
- Perform security work that requires sitting, standing, and walking/continuous movement for long periods of time in all weather/climate conditions to include inclement weather, direct sunlight, and extreme temperatures;
- Lift and operate all types of portable fire extinguishers;
- Utilize two-way radios to hear and respond to radio communications, voice instructions and/or commands under a variety of working situations and background noise levels consistent with large crowd environments and/or traffic control;
- Drive a golf cart and ride a bicycle on a moderate basis throughout the day;
- Perform first aid.

Heavy Work: Work involves the performance of duties where considerable physical exertion is required as a normal part of the job. Assistance is normally available to perform unusually physically demanding tasks. Work may involve lifting and carrying objects up to 100 pounds occasionally, and/or up to 50 pounds frequently, and/or up to 20 pounds constantly to move objects.

Incumbents may be subjected to physical contact with employees, parents, students and the public. Incumbents may be subjected to inclement weather, direct sunlight, extreme temperatures, fumes, odors, dusts, chemicals, parking lot traffic hazards, and intense noises.

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. In compliance with the Americans with Disabilities Act, as amended by the Americans with Disabilities Act Amendments Act of 2008, SUSD provides reasonable accommodations. If you need a reasonable accommodation to apply for or perform the essential functions of this position, please notify our Employee Relations Administrator.

### NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Return To Work Retirees will have an hourly rate approximately 9% lower than listed below without falling below minimum wage.**

**Education & Experience**

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**Must Have**

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**Educational Requirements**

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High School Diploma or G.E.D. required. College classes in criminal justice or related field preferred.

**Compensation & Other Benefits**

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