Security Officer (Begins August 2019)

**Job Summary:**
Francis W. Parker School is a renowned JK-12\textsuperscript{th} grade independent day school. Founded in 1901 on the tenets of progressive education, the school currently enrolls 940 students and employs 200 dedicated faculty and staff members who, in addition to assistant teachers, substitute teachers and coaches, work together to ensure that the School lives up to its Mission to “educate students to think and act with empathy, courage and clarity as responsible citizens and leaders in a diverse democratic society and global community.”

We are currently seeking an experienced Security Officer. The Security Officer exists to provide superior security, security desk support and customer service at the School. Duties include patrolling and observing the activities in and around the School. Work involves assessing problem situations and exercising tact and judgment in bringing about their resolution individually or in conjunction with the School Administration as appropriate. **This is a full time, non-exempt, day shift (7:00am-3:30pm) position; Monday-Friday (weekends and overtime as needed).**

**Essential Duties and Responsibilities:**

- Foot patrol the buildings, grounds and parking lots to observe unusual behavior and to prevent vandalism, theft, accidents, etc.
- Prevent unauthorized access to restricted areas.
- Maintain physical presence at the security desk whenever building is open to actively observe all activities and to greet, screen and register students, faculty, staff, parents, and visitors in accordance with school policy or directives.
- Be available whenever the building is open to respond promptly to requests for assistance in instances where the safety of staff, faculty, students, parents, or visitors is at issue.
- Operate access control system, which includes making visitor ID badges, and the video surveillance camera system.
- Make sure that windows, doors and gates are open or closed and locked as appropriate and necessary.
- Answer routine inquiries and direct visitors to appropriate areas; serve as front line reception.
- Ensure that all faculty, staff, students, parents, and visitors have vacated building at closing and perform a final security check before activating the burglar alarm.
- Respectfully escort faculty and staff from building after hours.
- Monitor parking lots for cars without School permits or those illegally parked in handicapped spaces.
- Communicate with, and bring to the attention of the Director of Facilities, any security concerns or problems on a daily basis.
- Demonstrate continuous effort to improve operations, streamline processes and work cooperatively and jointly to provide quality customer services to all students, parents, staff, faculty, administration and visitors.
- Provide continued flexibility with regard to schedule changes, overtime, and job duties.
- Other duties as assigned.
**Required Qualifications:**

- High School Diploma or equivalent.
- **Minimum of 5 years’ experience as a Security Officer or Police Officer.**
- Experience working in a School environment preferred.
- **Current State of IL PERC, Permanent Employee Registration Card, required.**
- **Successful completion of a 20-hour basic Security training course that meets the requirements of the Illinois Department of Financial and Professional Regulation.**
- Ability to interact well with students in grades JK-12, faculty, staff, administration, and parents.
- Successful candidate must pass criminal background check.
- Basic computer experience; experience with Gmail a plus.
- Ability to communicate effectively both orally and in writing for the purpose of public interaction and report writing.
- Ability to maintain satisfactory attendance and punctuality record.
- Neat and professional appearance.
- Friendly and professional demeanor.
- Demonstrated positive customer service skills.
- Able to handle routine and crisis situations efficiently, effectively and calmly.
- Bilingual (Spanish) a plus.

**Compensation:**
$15-$16 per hour; comprehensive benefits package.

**To Apply:** Please submit cover letter with resume, by fax or email to (no telephone inquiries please):

Laureen Sweers, Director of Human Resources  
Francis W. Parker School  
330 W. Webster Avenue  
Chicago, IL 60614  
resumes@fwparker.org  
fax number: 773.549.4430

*The faculty, staff and administration of Francis W. Parker School are integral parts of the School’s community. Through their passion, dedication and commitment to the School’s mission, they create and support an environment where exceptional child-centered learning can occur.*

*Francis W. Parker School is committed to cultivating a community of dedicated students, parents, faculty and staff, trustees, administrators and alumni, who acknowledge, respect, and esteem diversity in our school; and who reflect, through their presence, the diversity of Chicago communities and the wider world. Francis W. Parker School is an equal opportunity employer.*