

**Notice of Vacancy**

**Title:** Security Attendant(s) - 6 Hours/Day

**2 Positions**

**Vacancy No:** 2610

**Appointment Effective:** August 28, 2024 (Pending Fingerprint Clearance)

**Type of Appointment To Be Made:** Probationary

**Salary:** \$22.28/Hour (Step 1 As Per CSEA Collective Bargaining Agreement)

**Requirements of Applicants:** Completion of high school or equivalent GED; possession of valid driver's license; successful completion of required NYS Security Guard course; successful completion of Handle With Care training.

**General Statement of Duties:**

1. Maintains security within and outside the building, makes scheduled rounds of the interior and exterior of the building and observes security conditions;
2. Receives visitors, answers questions and directs visitors to proper offices; provides information about available services within the building;
3. Depending on the size of the crowd, enforces order and discipline; maintains observation to prevent acts that could be harmful to students, employees and the general public;
4. Investigates any disturbances or unusual conditions; maintains communication with local police and supervisor(s) to disturbances and disorders;
5. Prepares reports of any outstanding disturbances or security conditions and reports to supervisor;
6. Watches for and reports vandalized property;
7. Warns violators of rule infractions;
8. Inspects doors, windows, locks, gates and other security devices.
9. Participates in student home visits when necessary.
10. Uses Handle with Care techniques when necessary.

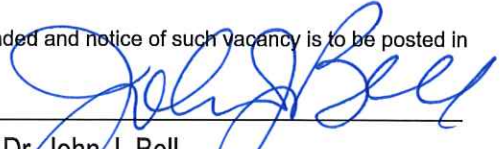
**Benefits:** Part Time Benefits As Per CSEA Contract

**Person(s) interested in applying for the above position are to submit a support staff application along with three letters of personal reference to:**

**Jessica Ellsworth, Human Resource Coordinator**

Port Jervis City School District  
150 Pike Street  
Port Jervis, NY 12771

Central Office Approval: The above described position is hereby approved and funded and notice of such vacancy is to be posted in all buildings in the Port Jervis City School District on March 7, 2024.

  
Dr. John J. Bell  
Superintendent of Schools

**Port Jervis City School District Is An Equal Opportunity Employer**

Application Deadline: April 26, 2024