



General Information

Position Title: Security Guard/Hall Monitor

Reports To: School Principal

Direct Reports: n/a

Date: July 2023

About Kahnawà:ke Education Center

The mission of the Kahnawà:ke Education Center is to provide the children who live in Kahnawà:ke with a solid and well-rounded education laying the foundation for their future careers. The mission of KEC is carried out by the Kahnawà:ke Combined Schools Committee (KCSC) as well as the administrative arm of KEC. The KEC is responsible for the operation and support of three schools in the Kahnawà:ke community and post-secondary administration.

Position Summary

The Security Guard/Hall Monitor is responsible for the overall safety and security of the school. The security team plays a critical role in the school's culture and climate. A calm, structured, and positive learning environment is top priority for the security team.

Under general direction, provide for a safe and secure school environment, foster an optimal learning environment and act as a deterrent to unsafe or poor behavior by patrolling the school, monitoring student behavior, enforcing school policies and intervening in physical encounters, monitoring visitors and reporting unsafe or unhealthy conditions.

Key Responsibilities

Responsibility 1: School Monitoring

- Build positive and professional relationships with students and leverage those relationships to establish and maintain productive and safe learning environments and common areas of the building
- Actively engage in supporting students in order for them to be successful in the classroom and school community.
- Help students to get to class on time
- Patrol and monitor the school and surrounding areas
- Display ethical and professional behavior in working with students, parents, school personnel and outside agencies associated with the school.
- Promote student responsibility for behavior and attitude by serving as a role model and dress and grooming professionally
- Intervene in situations likely to result in disruption or injury and direct students to refrain from such conduct
- Ensure a smooth traffic flow of students through the hallways, assisting students with on-time arrival to class and to assigned locations
- Assist with supervision during recess and lunch periods, morning arrival and afternoon dismissal of students
- Monitoring the hallways the washrooms during the days
- Remove disruptive students from classes when needed



- Assist to defuse and de-escalate student misconduct and/or serious incidents and must respond urgently
- Assist the student, policy and emergency personnel in handling emergencies or disruptive situations
- Assist visitors with directions and securing proper identification. Intercept unauthorized visitors and escort them to exits
- Report any discipline infractions, unauthorized visitors and act of vandalism to the Principal/Associate Principal

Responsibility 2: School Safety

- Participate in School Safety Meetings, liaise with Administration and various levels of management
- Work with Safety Committee during emergencies
- Make security rounds in the school and outside school grounds
- Assist when alarms and security cameras are triggered and report to the Building Supervisor

Skill & Competency Requirements

Core Competencies:

The necessary core competencies for this position include:

- Strong attention to detail
- Excellent interpersonal skills (to interact effectively with parents, students, faculty and staff)
- Effective time management and solid organizational skills
- Ability to work independently
- Excellent teamwork skills (ability to work collaboratively and friendly with students and school faculty)
- Professionalism, friendly and courteous with students
- Excellent communications skills

Technical Competencies:

The necessary technical competencies for this position include:

- Basic Computer Skills required.

Education, Knowledge & Experience

- Security Guard training and Experience as a Security Guard, preferably in a school setting
- Secondary School Diploma with a minimum of 1-year related experience.
- Workplace safety, CPR and First Aid courses an asset.
- Knowledge of Kanien'kéha language an asset.