



Milwaukee Academy of Science

2000 W Kilbourn Ave - Milwaukee, WI 53233 - (414) 933-0302

Title: School Security Staff
Supervisor: Operations Manager
Department: District
Classification: Non-Exempt
Contract Length: Full-Time – 10 months (190 Days)

Founded in 2000, the Milwaukee Academy of Science is a K4-12th grade independent charter school serving nearly 1,300 scholars in downtown Milwaukee. The mission of MAS is to graduate students prepared to compete successfully at the post-secondary level. African American students comprise 99% of the student body and over 95% of students qualify for free or reduced meals. Regardless of student background and external factors, MAS maintains the expectation that students should be on grade level and proficient on state assessments.

Job Summary:

The School Security Staff, under the supervision of the Operations Manager, applies procedures to inform the safety and security experience of all students, family members, staff, volunteers and visitors at the Milwaukee Academy of Science. This person should have a track record of implementing processes successfully, while identifying challenges and proactively looking for solutions.

I. Position Relationships:

Reports to: Operations Manager

Coordinates with: reception, elementary, administration and all staff and visitors

II. Position Responsibilities:

- Be present at elementary main entrance at all times (need to tell supervisor when leaving the front entrance unsecure). Only go to high school for situations requiring your presence.
- To ensure the safety of the students, staff, and others on-site. Reports to the school operations manager and CEO or designee any evidence of extraordinary activity (criminal or otherwise) within the building or on the grounds.
- Assists in crowd control and the maintenance of order when safety of personnel or students and protection of property is involved.
- Metal Detector should be used with all parents, and guest coming into the building daily. (All metal objects must be out of pockets and all bags must be looked through to ensure safety on campus)
- Handheld Metal Detector should be used if parent, student, or guest go through the metal detector and it is still going off. (All metal objects must be out of pockets and all bags must be looked through to ensure safety on campus).
- Monitor and authorize entrance of main entrance (elementary/middle school)
- Remove wrongdoers or trespassers from the area.
- Secure all exits, doors and windows after end of operations.
- Respond to any 10-10 or threat to the building.



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- Investigate people for suspicious activity or possessions.
- Respond to alarms (fire alarm duties: make sure front desk area is clear and maintain the front entrance of the building making sure everyone is away from the building so fire truck, ambulance or police are able to have a clear way into the building)
- Provide assistance to people in need.
- Keep all main entrance doors closed at all times. (None of the doors should be open they must be closed, doors shouldn't be propped open at any time).
- Document any incidents that requires significant intervention
- Remain calm and polite to parents and guests at all times.

III. Required Qualifications

- Proven experience as security officer or guard.
- Knowledge of legal guidelines for security and public safety.
- Familiarity with report writing.
- Excellent surveillance and observation skills.
- Tech-savvy with experience in surveillance systems.
- Registered as a security officer.
- High School diploma or GED is required.