



**Position Title:** Security Guard  
**Reports To:** Chief Operating Officer (COO)  
**Department:** Administration  
**Full/Part Time:** Full Time

### **Job Summary:**

The mission of Cary Christian School (CCS) is to provide students an excellent classical education founded upon a biblical worldview. The Security Guard supports and pursues that calling by managing and maintaining a safe and secure campus environment for students, employees, parents, and visitors as defined in the CCS Facility Security Policy.

### **Specific Responsibilities:**

1. Sit at the front lobby security desk during assigned hours and follow the CCS Facility Security Policy to admit visitors.
2. Develop and maintain a working knowledge of the school schedule as it relates to activities and deliveries that will allow visitors to enter the school.
3. Monitor school activity via the camera system. Report any security related issue to the proper CCS Administration.
4. Support any investigative activities as they relate to school security.
5. At the end of regular school hours, ensure that doors are configured properly to support after school activities.
6. Work with the CCS Head-of-School and COO to ensure CCS implements and maintains a viable Facility Security Policy and set of procedures.

### **Position Requirements**

1. Security guard or related experience is required.
2. Strong interpersonal skills
3. Experience with basic internet-based systems

Ideal candidates for employment must embrace the school's mission, philosophy, and statement of faith.

Please send resume and cover letter to: [humanresources@carychristianschool.org](mailto:humanresources@carychristianschool.org)