



PLEASE POST

SUSAN JOHNSON
Acting Superintendent of Schools
ADMINISTRATION OFFICE

RODNEY GILMORE, Ed. D.
Associate Superintendent for Human Resources
HUMAN RESOURCES DEPARTMENT

January 9, 2025

JOB POSTING # 3

2024-2025 SCHOOL YEAR VACANCY

These Positions are subject to Civil Service Approval

POSITION: **SECURITY AIDES (10 Month)**

LOCATION: Hempstead High School (5 Positions)
 A.B.G.S Middle School (5 Positions)

GENERAL RESPONSIBILITIES:

1. Periodically tour buildings, grounds, or other designated areas to ensure that doors, windows, and gates are properly secured and have not been tampered with
2. Turns key or otherwise record visits at watch-clock stations at specified time intervals.
3. Report any unusual conditions or breakdowns in heating, plumbing, and electrical system. Report attempted thefts, entries, vandalism, or fires.
4. Perform a variety of unskilled tasks such as sweeping, attending to parking areas, and answering night telephone calls, as required.
5. Question unauthorized personnel, and checks vehicles entering grounds.
6. Ensures safety of staff and students using the premises, as required.

COMPENSATION: Contractual

CLOSING DATE: January 17, 2025

APPLICATION PROCEDURE: To apply click on this link www.olasjobs.org/hempstead-ufsd

Rodney Gilmore, Ed. D.

RODNEY GILMORE, Ed. D.

Associate Superintendent for Human Resources

We are an Equal Opportunity Employer