

# FRANKLIN TOWNE CHARTER HIGH SCHOOL

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5301 Tacony Street \* Box 310 \* Philadelphia, PA 19137-2308 \* (215)-289-5000 \* Fax: (215) 535-8910

## Security Guard Position for the 2021-2022 School Year

Franklin Towne Charter is seeking a part time security guard. The security guard performs routine work in the maintenance of the FTCHS code of conduct and order throughout the school day. They are responsible for all assigned duties. The primary mission of every guard within this department is to provide as safe and secure an environment as possible for students, staff, visitors, and guests.

### Duties and Responsibilities

- Assists with the supervision of students during non-instructional times, such as emergency drills, assemblies, cafeteria, restrooms, hallways, arrival and dismissal activities.
- Practices appropriate safety and injury prevention methods and procedures.
- Observe and control behavior of students during non-instructional portions of the school day, monitor students during outdoor activities as directed.
- Participate in-service training programs related to fire drills or dangerous building situations.
- Demonstrate professional responsibility and ethical behavior.
- Demonstrate ability to work independently with minimum supervision
- Perform all other duties as assigned by supervisor(s).

### Minimum Job Requirements

- High School Diploma required; no previous experience required.\
- Candidates must provide required clearances. This includes the Act 34 (State Criminal Clearance), Act 151 (Child Abuse) and Act 114 (FBI Clearance). All Clearances must be within six months of application date. They must also provide the results of a required TB test dated within the last year.

### Working Conditions and Physical Effort

- Light physical effort. Requires handling of average-weight objects up to 10 pounds, includes both standing and walking, both indoors and outside on the school's campus.

### Hours

- Monday – Friday 7:30 am – 4:00 pm (shift schedule TBD)
- Total hours each week: 30 hours per week; the starting rate is \$ 17
- There is also the opportunity for additional hours, per the discretion of the dean of student

### Contact

Interested individuals should send an email to set up an in person interview to the following address: [Careers@franklintowne.org](mailto:Careers@franklintowne.org)

## INSTRUCTIONS FOR OBTAINING CLEARANCES

### DOCUMENTS REQUIRED BY COMMONWEALTH OF PA

- **PA CHILD ABUSE HISTORY CLEARANCE APPLICATION**
  - Website is <https://www.compass.state.pa.us/cwis/public/home>
  - Create an account with the Child Welfare Portal.
  - Credit or Debit card required, fee is \$13.00.
  - Complete online application. Print out the page with the e-Clearance ID and transaction ID.
  - Clearance will be emailed and/or mailed to you. We suggest you request both the electronic and paper forms of the clearance. Once received, return to the Business Office.
  
- **CRIMINAL RECORD CHECK APPLICATION**
  - Website is <https://epatch.state.pa.us>
  - Credit or Debit card required, fee is \$22.00.
  - Print out the final Criminal Record—be sure to click through to the copy that shows the seal.
  - Print out the Criminal Record clearance results and return to the Business Office.
  
- **FINGERPRINT SERVICES FOR PA**
  - Must register on website <https://uenroll.identogo.com>
  - Enter Service Code: 1KG6XN
  - Credit or Debit card required, fee is \$23.85. Payment at time of service.
  - Complete the registration form online.
  - **IMPORTANT: YOU MUST PRINT OUT YOUR REGISTRATION CONFIRMATION. THIS WILL HAVE A " UE ID" NUMBER THAT YOU MUST TAKE WITH YOU TO GET FINGERPRINTED. MAKE A SECOND COPY OF THE REGISTRATION FORM AND RETURN TO BUSINESS OFFICE. (The Business Office will need this number to pull the official report once you have been fingerprinted.)**
  - Website lists all fingerprint locations. Enter your zip code to find a convenient location near you. Take your photo id and registration with you when you go.