

# West Las Vegas Schools Employment Opportunities – In-house Notice

---

West Las Vegas Schools is currently accepting letters of interest for the following positions:

**2 – Security Guards**

**Duties may include but are not limited to:**

- Spends major portion of duty hours outside of building on the campus, near security gate, parking, and drive areas.
- Questions students on campus during class hours and reports truants to office for discipline.
- Questions (diplomatically) each visitor to the campus.
- Communicate with administration via two-way radio (or other mechanism) during duty hours.
- Assist in maintaining reasonable condition of parking lots and driveways. Excessive debris shall be reported to school administrators.
- Maintain traffic signs on campus and ensure that gates or drive chains are properly removed, unlocked, and secured as required.
- Other duties as assigned.

**Minimum Requirements:**

- H.S. Diploma or G.E.D.
- Valid Driver's License
- Previous security-guard experience preferred

**Deadline:** September 17, 2021

**Salary:** According to Security Guard salary schedule, based on experience and education

Please submit the following to the district's Personnel Office (c/o Ms. Melanie Montoya; in person if available (505-426-2315) or electronically: [melanie\\_montoya@wlvs.org](mailto:melanie_montoya@wlvs.org)):

1. Letter of Interest (addressed to Mr. Christopher Gutierrez, Superintendent)