

# NORTHERN CHEYENNE TRIBAL SCHOOL JOB ADVERTISEMENT

**POSITION:** DAY SECURITY

**SALARY:** DOE

**DEPARTMENT:** NCTS

**ACCOUNTABLE TO:** FACILITIES DIRECTOR

**OPENING DATE:** July 16, 2018      **CLOSING DATE:** Open Until Filled

**HOW TO APPLY:** Submit completed NCTS application, current resume, and three (3) letters of recommendation (dated within one year) to Northern Cheyenne Tribal School Human Resource, Box 150 Busby Mt. 59016.

## **DEFINITION**

Under general supervision of the Facilities Director. Duties to include, but not limited to the monitoring of School buildings and school grounds.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Patrols school buildings and grounds to prevent fire, theft, vandalism, and illegal entry.
- Conducts patrol inspections of doors, windows, and gates to determine that they are secure.
- Maintains the orderly flow of foot traffic in the hallways
- Maintains the orderly flow of automobile traffic in the parking lot.
- Monitors restrooms throughout the day.
- Enforces all school rules
- Keeps unwanted visitors out of the building and off the grounds.
- Reports maintenance concerns to appropriate school personnel.
- Makes written reports of security violations.
- Other duties as assigned by the Principal or his/her designee.

## **QUALIFICATIONS GUIDE**

Knowledge of:

- Safety procedures and practices relating to security and safety.
- Work independently and apply sound judgment in responding to immediate safety and/or security problems.
- Exercises tact, courtesy and restraint when dealing with students, staff and general public. Determine priorities and establish work schedule.
- Provides basic instruction and/or introduction in safety and security practices and procedures.
- Maintain records, reports and files.

### **Qualifications:**

- High School Diploma or GED
- Ability to command respect and work with students in a positive manner.
- Experience in security related work is desirable.
- Excellent knowledge of public safety and security procedures/protocols
- Surveillance skills and detail orientation
- Integrity and professionalism