

NORTHERN CHEYENNE TRIBAL SCHOOL JOB ADVERTISEMENT

POSITION: DAY SECURITY

SALARY: DOE

DEPARTMENT: NCTS

ACCOUNTABLE TO: FACILITIES DIRECTOR

OPENING DATE: February 28, 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