

NORTHERN CHEYENNE TRIBAL SCHOOL JOB ADVERTISEMNT

POSITION: Day Security

WORKSTATION: Elem/HS

SUPERVISOR: Facilities Manager

RATE OF PAY: DOE

OPENING DATE: August 5, 2022 **CLOSING DATE:** August 12, 2022

***** Incomplete Applications will not be considered*****
***** Pre-Employment Drug Tests & Background checks are required*****

How to Apply: Submit completed NCTS certified application, current Resume', Three (3) letters of recommendation (dated within one year) along with official transcripts to Northern Cheyenne Tribal School, Human Resources, Box 150, Busby Mt. 59016

DEFINITION

Under general supervision of the Principal. 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 Principal or his/her designee.

KNOWLEDGE, SKILLS AND ABILITIES

- 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.