

## Moencopi Day School POSITION DESCRIPTION

<b>TITLE:</b>	<b>SECURITY OFFICER</b>
<b>EMPLOYMENT:</b>	12 Months (non-exempt)
<b>SUPERVISOR:</b>	Chief School Administrator
<b>PRIMARY RESPONSIBILITY:</b>	This position is responsible for carrying out activities that protect students' and staff's lives and property. Maintaining the safety and security of the school, the students and staff is paramount.
<b>ADHERENCE TO:</b>	Hold firm belief and commitment to MDS Philosophy, Vision and Mission.

### QUALIFICATIONS

- High School Diploma or equivalent; Certificate or some college credit hours preferred.
- Must be at least 18 years of age or older.
- Meet any state or local licensure and/or legal requirements related to the position.
- Knowledge of and skills in basic self-defense, de-escalating situation strategies, emergency preparedness procedures.
- Knowledge and experience with State of Arizona and BIA required emergency procedures and plans.
- CPR and First Aid Certifications required within one year of employment.
- Self-starter with excellent organizational and time management skills, ability to prioritize work activities with flexibility to address changing priorities and meet timelines.
- Knowledge of computer program to conduct daily reports.
- Required valid Driver's License.
- Must pass Background Check with Navajo Nation and/or Hopi Tribe, Arizona Department of Public Safety and Federal.
- Hopi/Native American Preference.
- Excellent communication skills, ability to communicate and work well with staff, students, parents, and community.

### PHYSICAL REQUIREMENTS

This position requires regular and recurring physical exertions such as long periods of standing, walking, driving and similar activities. These situations are encountered when responding to alarms, pursuing suspects, or participating in weapons or other kinds of training activities or walking foot patrols in and around the school campus. This position may involve lifting and carrying heavy objects. This position requires common physical characteristics and ability in agility and dexterity and the strength to pursue apprehend and detain uncooperative suspects or defending oneself or others against physical attack. In addition, the officer must possess emotional and mental stability. Adhere to school security dress code.

### RESPONSIBILITIES

- Patrol's school complex: check doors, windows, etc., to ensure that all are secure; this area includes all classroom and office facilities, portable structures, housing complex and all surrounding areas.
- Maintains surveillance to detect and prevent fires, accidents, vandalism, trespass, and hazards.
- Takes immediate action to personally handle, request assistance or report such incidents, depending on the nature of the situation.

- Intercepts and questions all individuals in suspect situations to determine if they are authorized or unauthorized.
- Warns or removes unauthorized individuals from the school campus by persuasion when possible; escorts to or detains those individuals for proper authorities.
- Gathers information, descriptions, license number, for use of authorities when detention is impossible or unsafe.
- Engages in physical contact only when necessary, to safeguard property, the individual or persons in the immediate area.
- Alone or with requested assistance, subdues disorders, misbehavior and unacceptable acts involving students, staff or staff dependents living on school campus; constantly monitors the students and other on campus concerning vandalism, illegal entry, presence or use of intoxicants, drug, or other contraband.
- Prepares, maintains, and submits logs of written daily activities and records of incidents, vandalism, and accidents.
- Provides security advice and guidance to the administrative staff on security and safety matters and the department's operation.
- Conducts briefing and transfer information at all shift changes; ensuring oncoming security office is aware of all activities.
- Establish working relationship and means of communication with local Hopi/Navajo Nation Police Department, Fire Department, and the Emergency Medical Technicians to access emergency assistance if the need arises (fire, accident, vandalism, etc.).
- Adhere to School Security Code.
- Will make collaborative efforts to assist in reaching school improvement goals.
- Will be in daily attendance of 90% or better monthly.

**OTHER REQUIRED RESPONSIBILITIES**

- Attends staff & committee meetings and required school in-service program activities.
- Be responsible for own involvement involving group decisions and the development of a positive, building environment.
- Be responsible for understanding and observing Board policies and regulations.
- Will assist with some custodial duties.
- In the event of absence, contacts his/her immediate supervisor within the specific time to ensure coverage of duty area.
- Provides Quality Customer Service.
- Performs other duties as assigned.

**ACKNOWLEDGEMENT**

By signing this, I acknowledge that I have read, understand, and have discussed this position description with my supervisor. I understand the responsibilities of this position and am prepared to accept these responsibilities.

**APPLICANT**

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**SUPERVISOR**

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_