

Hunters Point Boarding School, Inc.



Position Description SY 2023-2024

POSITION TITLE:	Security Officer/Custodian	CONTRACT TERM:	10 Month
SUPERVISOR:	Support Services Director	CLASSIFICATION:	Classified
SALARY:	Classified	DATE APPROVED:	1/05/2023

PRIMARY RESPONSIBILITY:

This position is responsible for carrying out activities to protect students, staff, and school property. The employee will maintain the safety and security of the school and report any issues.

QUALIFICATIONS:

1. High school diploma or GED is required.
2. Two (2) years' experience in related security or related field is required.
3. Knowledge and skills in security management, de-escalation, and emergency preparedness is required.
4. Knowledge and experience with State of Arizona, Navajo Nation and BIA required emergency procedures and plans is preferred.
5. Excellent communication skills are required.
6. Strong interpersonal skills and an ability to work with everyone is required.
7. Must be computer literate in the use of a variety of software.
8. Have or be able to obtain First Aid/CPR certification, Defensive Driving- GSA certification, and a Food Handlers Permit upon hire.
9. Pass a comprehensive background check by meeting the minimum standards of character as defined by the Indian Child Welfare and Protection Act.
10. Ability to communicate in Navajo is recommended.
11. Meet the minimum physical requirements.
12. Possess a valid Driver's license with insurable driving record.

RESPONSIBILITIES AND DUTIES:

1. Patrol school complex, check doors, windows, etc., to ensure that the school is secure; this includes all classrooms and office facilities, dormitory, portable structures, housing complex and grounds.
2. Maintains surveillance to detect any problems or hazards.
3. Follows a daily schedule which include logging custodial tasks.
4. Acts as a first responder to any incident on campus.
5. Prepares, maintains, and submits reports of daily activities and records incidents.
6. Understand and adhere to School Security Codes.

7. Ensure fire extinguishers are in working order and are receiving monthly visual checks.
8. Ensure exit and emergency lighting are in working order and reports any outages.
9. Ensure exits are free and clear of any obstructions that may impede emergency evacuation.
10. Required to shovel snow, maintain grounds, and make minor repairs as needed.
11. Performs a range of cleaning duties as necessary.
12. Restocks supplies as necessary.
13. Work will require standing, stooping, bending, kneeling, climbing, and crawling.
14. Will be required to lift object up to 50lbs.
15. Exhibit professional competent standards and behavior expected of staff at Hunters Point Boarding School, Inc. in accordance with the HPBSI Policy and Procedures Manual.
16. Exhibit cultural sensitivity and respect for all individuals at Hunters Point Boarding School, Inc.
17. Comply with all provisions in the HPBSI Policy and Procedures Manual and any duly adopted Governing Board amendments, directives, and policy modifications.
18. Promote and protect the safety and welfare of all Hunters Point Boarding School, Inc. students, staff, and stakeholders.
19. Report any problems that may be a threat to the safety and wellbeing of HPBSI students, staff, stakeholders, or visitors.
20. Use and maintain any HPBSI property or equipment in good working order and report any problems to the appropriate supervisor.
21. Be knowledgeable and participate in guidelines stated in the HPBSI Re-entry Plan, and Continuity of Operations Plan (COOP) as necessary.
22. Maintain confidentiality as outlined in the HPBSI Policy and Procedures Manual.
23. Perform additional duties as assigned.

PERSONNEL EVALUATION:

Performance of this position will be evaluated in accordance with provisions from the HPBSI Policy and Procedures Manual. This position description is subject to review and change as approved by the Governing Board. This position is based on funds available.

ACKNOWLEDGEMENT

By signing below, I acknowledge that I have read and understand this position description. I agree that I will perform these duties and responsibilities and that I meet the minimum qualifications.

EMPLOYEE SIGNATURE

DATE