

# Hunters Point Boarding School, Inc.



## Position Description SY 2026-2027

<b>POSITION TITLE:</b>	Safety Officer	<b>CONTRACT TERM:</b>	12-month
<b>SUPERVISOR:</b>	Executive Director	<b>CLASSIFICATION:</b>	Non-Exempt
<b>SALARY:</b>	Classified	<b>DATE APPROVED:</b>	2/14/2024

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### 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 /Safety or related field is required.
3. Knowledge and skills in security management, de-escalation, and emergency preparedness is required to include the COOP Plan and EMAP Plan.
4. Knowledge and experience with the 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. The ability to communicate in Navajo is recommended.
11. Meet the minimum physical requirements to be able to stand and walk for extended periods and to lift 20 pounds.
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. Acts as a first responder to any incident on campus.
4. Prepares, maintains, and submits reports of daily activities and records incidents.
5. Understand and adhere to School Security Codes and Life Safety Codes.
6. Ensure fire extinguishers are in working order and are receiving monthly visual check.
7. Ensure exit and emergency lighting are in working order and reports any outages.

8. Ensure exits are free and clear of any obstructions that may impede emergency evacuation.
9. Understands and can comply with OSHA regulations as it pertains to the school.
10. Conducts safety Audits on a regular basis report and assists in making corrections as needed.
11. Leads and monitors all safety related drills for students and staff.
12. Required to shovel snow, maintain grounds, and make minor repairs as needed.
13. Performs a range of cleaning duties as necessary to support the safety of students, staff and visitors.
14. Restocks supplies as necessary.
15. Work will require standing, stooping, bending, kneeling, climbing, and crawling.
16. Will be required to lift object up to 50lbs.
17. Exhibit professional competent standards and behavior expected of staff at Hunters Point Boarding School, Inc. in accordance with the HPBSI Policy and Procedures Manual.
18. Exhibit cultural sensitivity and respect for all individuals at Hunters Point Boarding School, Inc.
19. Comply with all provisions in the HPBSI Policy and Procedures Manual and any duly adopted Governing Board amendments and policy modifications.
20. Promote and protect the safety and welfare of all Hunters Point Boarding School, Inc. students, staff, and stakeholders.
21. Report any problems that may be a threat to the safety and wellbeing of HPBSI students, staff, stakeholders, or visitors.
22. Use and maintain any HPBSI property or equipment in good working order and report any problems to the appropriate supervisor.
23. Be knowledgeable and participate in guidelines stated in the and Continuity of Operations Plan (COOP) as necessary.
24. Maintain confidentiality as outlined in the HPBSI Policy and Procedures Manual.
25. Organizes and conducts School Safety Committee with Collaboration of Support Service Director
26. Coordinates the school staff list of required HAZCOM training annually.
27. Perform additional duties as assigned.

*Tsé Náshchii' Ólta gives preference to eligible and qualified applicants in accordance with the Navajo Preference in Employment Act*

**Disclaimer:** The information in this position description has been designed to indicate the general nature of work performance by an employee of Tsé Náshchii' Ólta for this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed to ensure the continued operations and services for Tsé Náshchii' Ólta.

The performance of this position will be evaluated on an annual basis, which evaluation will consider the coach's effectiveness in fulfilling the assigned duties and complying with the School's expectations. This position description may be subject to review and change as approved by the Governing Board. This position is dependent on available funds.

**ACKNOWLEDGEMENT**

By signing below, I confirm that I have read and fully understand the position description. I agree to perform the duties and responsibilities outlined in this position description and confirm that I meet the minimum qualifications required for this position.

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EMPLOYEE SIGNATURE

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DATE