

**ALAMO NAVAJO SCHOOL BOARD, INC.
POSITION DESCRIPTION**

TITLE: Security Officer

EMPLOYMENT TERM: Full-Time

DIVISION: Health

DEPARTMENT: Clinic and Wellness Center

EXEMPT/NON-EXEMPT: Non-Exempt

FUNDING SOURCE: Clinic

QUALIFICATIONS:

1. High School diploma or GED, and a valid New Mexico Driver's License.
2. Must obtain and maintain CPR and First Aid Certification within the first year of employment.
3. Must obtain and maintain Level I Security Guard certification within 60 days of employment and Level II Security Guard certification with 120 days of employment.
4. Must be able to cope with mental and emotional stress related to working with persons who are ill, disabled, elderly and/or emotionally upset.
5. Must be detail oriented and have literacy and writing, documentation, communications and interpersonal abilities.
6. Ability to read and interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals and write routine reports and correspondence.
7. Ability to communicate effectively both orally and in writing with staff and the public, to understand and follow standard operating procedures, to perform duties in a professional manner and appearance; to make independent and good judgment decisions within proper policy and procedures.
8. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving different variables in various situations.
9. Must be able to use tools and equipment required.
10. Working conditions include but are not limited to the regular use of hands, fingers. Ability to reach with hands and arms; climb or balance, and speak or hear. Ability to frequently stand, walk, stoop, kneel, crouch, or crawl and taste or smell. Ability to occasionally lift and/or move up to 50 pounds. Ability to run for short distances if needed.
11. Employees hired after November 30, 2011 must be able to demonstrate the ability to communicate and read at an 8.0 average grade level as documented by an overall Language Arts score on the TABE test.

ADDITIONAL PREFERENCE:

Fluent in English and Navajo. Security/Law Enforcement experience preferred. Good working knowledge of security operations, safety practices in a business environment and enforcement procedures.

- Training and/or certificate in verbal judo or de-escalation of confrontational people.
- Training in crowd control utilizing non-violent and non lethal methods.
- Emergency response methodologies in B.E.N.I.C.E. scenarios.
- Level III Security Guard training.

INDIAN PREFERENCE: Preferential consideration for employment will be given to persons of documented Navajo, American Indian or Alaskan Native Tribal membership who meet the qualifications above, in accordance with the requirements of P.L. 93-638 and the Navajo Nation Tribal Code.

SUPERVISED BY: Health Director or Designee

SUPERVISES: Security Staff

PAY RANGE: Grade F, ANSB General Salary Scale.

WORKING HOURS: To be scheduled by supervisor.

POSITION GOAL: To provide a safe and secure working and learning environment and is responsible for the protection, safeguarding, and security of assets, personnel, students, clients and all visitors.

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DUTIES & RESPONSIBILITIES:

1. Carries out responsibilities in accordance with the Alamo Navajo School Board, Inc. (ANSB), Policies and Procedures and represents ANSB in professional manner.
2. Responds with sensitivity to emotional, spiritual and practical needs of students, guests, clients and staff members as demonstrated in all interactions, and protects students, guests clients' rights, dignity and confidentiality with a respectful attitude.
3. Performs security patrols, enforces security badge procedures, protects property, facilities and premises from theft, sabotage, fire and accidents.
4. Secures and protects the confidentiality of ANSB, and personnel information.
5. Regulates vehicle and pedestrian traffic at to maintain orderly flow.
6. Completely secures all ANSB property, premises and facilities by checking doors, lights and ground area during each shift.
7. Communicates with co-workers, supervisors and staff from other departments to solve problems, improve quality, processes and services.
8. Identifies and acts on opportunities to help and support work efforts of co-workers and staff from other departments and develops ways to improve work processes, efficiency, and quality.
9. Writes reports on accidents, incidents, suspicious activities, safety, leaky water pipes and fire hazards and other security related situations.
10. Improves job skills, knowledge, performance, and education by attending in-services and educational programs identified by his/her supervisor.
11. Provides any needed assistance to students, employees, clients and visitors within ANSB's policies and procedures.
12. Warns violators of rule infractions, such as loitering, smoking, or carrying forbidden articles, and expels persons engaging in suspicious or criminal acts.
13. Observes departing personnel to guard against theft of company property.
14. Sounds alarm or calls police or fire department by telephone in case of fire or presence of unauthorized persons and/or illegal behavior.
15. Willingness to work extra shifts, and overtime as needed.
16. Other Duties as assigned.

SPECIAL CONDITIONS: Position subject by law to finger printing and a criminal/character background investigation.

EVALUATION: Will be evaluated in accordance with the Alamo Navajo School Board, Inc., policies and procedures.

BOARD APPROVAL: 7/21/2016

CERTIFICATION: "I have carefully reviewed the above description of the qualifications, duties and responsibilities of this position and certify acceptance of this description as complete accurate."

Employee

Date

Immediate Supervisor

Date