

POSITION DESCRIPTION
Winslow Residential Hall

TITLE: *Security*
SCHEDULE TERMS: **10 months**
Salary Classification: **Classified – FLSA Non-exempt**

LIVING AND WORKING CONDITIONS: Indian Preference Policy. Preference in filling vacancies are given to qualified Indian candidates of Native American descent in accordance with regulation under P.L. 100-297. This position must comply with all required regulations established by the Navajo Preference in Employment Act (NPEA).

GENERAL STATEMENT OF RESPONSIBILITIES: To provide skilled and semi-skilled security services to ensure the safe and efficiency operation of the residential facilities, personnel, students and grounds. To provide security services to protect the facility and residents from criminal acts by persons.

PRINCIPAL DUTIES:

- Performs general security of the facility, personnel, students and grounds of the residential hall;
- Assists with the supervision of students when required;
- Provides written reports of all activities when necessary;
- Provides transportation of students for emergency cases only;
- Must submit a daily detailed log;
- Other duties as assigned.

QUALIFICATIONS & REQUIREMENTS:

Acceptable Education, Training & Experience

- High school diploma or GED; preferably AA degree;
- Three (3) years experience in work related field;
- Work experience with junior high/senior high aged students preferred;
- Possess certification of Security orientated training preferred;
- Ability to read and follow procedural plans concerned with security operations;
- Must have a good relations with the high school, truancy officer and local law enforcements;
- Daily building checks;
- Ability to obtain first-aid and CPR certification;
- Valid Arizona drivers license required, 4 years clean driving record;
- Successful completion of all interviews, background checks, and fingerprint clearance requirements, and submission of all required employment-related documents and forms.

PHYSICAL REQUIREMENTS: Must submit to a physical examination from a licensed physician for each contract year and pass the physical. Able to lift more than seventy-five (75) pounds.

COMMITMENT AND DEPENDABILITY: Willingness to be an integral member of a successful team; dedicated to provide the highest level of security to the students of the Winslow Residential Hall, Inc.

PERFORMANCE EXPECTATIONS:

TIME MANAGEMENT: Routine security work with little advance planning needed.

PUBLIC CONTACT: Interacts primarily with students, staff, and parents. Will require contact with local law enforcement authorities when needed.

RESPONSIBILITY: Must use own initiative and good judgment in performing job; responsible for security equipment and supplies.

EVALUATION PROCEDURE: In accordance with provisions specified in Personnel Policy and Procedure.

SUPERVISION RECEIVED: Facility Supervisor.

SUPERVISION GIVEN: None.