



# KIN DAH LICHÍ'Í ÓLTA'

## POSITION DESCRIPTION

Revised: 06/13/2023

<b>TITLE: Security Guard</b>	<b>EMPLOYMENT: 12 Months</b>
<b>CLASSIFICATION: Non-Exempt</b>	<b>CATEGORY: Classified</b>

**GENERAL STATEMENT OF RESPONSIBILITIES:** To protect and provide a safe and secure environment for students, staff, visitors and property while complying with Kin Dah Lichi'I Olta Inc. policies or Navajo, State or Federal laws relating to property. To provide security services five days a week including weekends and holidays.

### **Necessary Qualifications:**

- High School Diploma or GED.
- Must have one year experience with security or law enforcement agency.

*An equivalent combination of education, training and work experience which provides the capabilities to perform the described duties may be considered.*

### **Special Requirements:**

- Valid Driver's license.
- First Aid and CPR certification required within 30 days of hire.
- Successful completion of all interviews, background checks, and fingerprint clearance requirements, and submission of all required employment-related documents and forms.
- Knowledge and familiarity with the Navajo language, culture, and people is a preferred qualification.
- Applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last three (3) employment positions.

### **Knowledge, Skills, and Abilities**

- Knowledge of, and the ability to apply, standard security procedures and best practices.
- Knowledge of KDLO policies and procedures, including Student Policies and Procedures, and safety rules.
- Knowledge of basic computer skills.
- Ability to relate and work with staff, parents, and students.
- Ability to stand and/or walk for extended periods of time.
- Ability to operate a two-way radio.
- Ability to articulate information in an emergency situation.
- Ability to use physical agility and strength to defend self and detain persons using force if necessary.
- Ability to have visual acuity necessary to observe and comprehend student movement.
- Ability to lift 75 pounds or more.
- Excellent written and oral communication skills, both in Navajo and English.

### **Duties and Responsibilities:**

- Ensures that all buildings, windows, gates are locked; lights turned off in work areas and to check security lights to make sure they are working.

- Performs all necessary duties to ensure safety and protection of students, personnel and property during school hours and school sanctioned activities.
- Documents and submits any unauthorized or suspicious incidents to the Operations Manager or Principal.
- Prioritizes security duties with the highest priority for students' safety, security and protection of school property.
- Patrols school frequently, including bathroom areas to ensure a safe environment for students and staff.
- Monitors school building, grounds, parking lots and entrances to deter, detect, report and stop violations of the law and/or school policies and procedures. If assigned to the main entrance, ensures all guests follow visitor protocol, and triage visitors requests and temperatures.
- De-escalates inappropriate student behaviors and assist students with maximizing their time on tasks in classrooms.
- Assists with fire drills and other emergency situations.
- Maintains security records, logs and reports.
- Maintains a good relationship with students, parents, staff/administrators, fire department and law enforcement.
- Assesses situations and involves law enforcement officers as appropriate.
- Adheres to Kin Dah Lichi'I Olta' Inc. policies, fire and disaster plans.
- Maintains equipment utilized in performing security duties.
- Maintains animal control on school property.
- Completes and submits incident, misconduct, and damage reports.
- Maintains confidentiality at all times.
- Maintains all required licenses and certificates in current status and reports to immediate supervisor in the event any required license or certificate lapses, is suspended or revoked.
- Attends and participates in committee meetings, in-service trainings and related activities consistent with duties.
- Complies with School policies, procedures, mission, goals and objectives, and exercises discretion and sound judgment in matters not covered by policy.
- Performs other duties as assigned.

**Commitment and Dependability:** Willingness to be an integral member of a successful team; dedication to provide the highest level of service to students and staff of Kin Dah Lichi'I Olta', Inc.

**Supervision Received By:** Operations Manager

**Working Hours:** In accordance with Board policies

**Evaluation Procedure:** In accordance with Board policies

### **CERTIFICATION**

I received a copy of my position description and certify that this is an accurate statement of major duties and responsibilities of this position. I also understand that I will perform these duties and responsibilities.

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Employee

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Immediate Supervisor

*KDLO gives preference to eligible and qualified applicants in accordance with the Navajo Preference in Employment Act*

DISCLAIMER: The information on this position description has been designed to indicate the general nature and level of work performance by an employee of KDLO 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 KDLO.