

PINON COMMUNITY SCHOOL BOARD, INC.  
POSITION DESCRIPTION

<b>POSITION TITLE</b>	<b>Residential Security Officer</b>	<b>FLSA</b>	<b>Non Exempt</b>
<b>Contract Term</b>	<b>12 months</b>	<b>Date Approved</b>	<b>04/09/2024</b>

**SUMMARY:** Under the general supervision of the Residential Program Manager, performs a variety of tasks and activities to provide protection and security services five days a week, including holidays for Residential Program. This will include protecting property and buildings from fire, vandalism, and illegal activities. The Residential Security Officer will provide a safe and secure environment for students, staff, and visitors from harmful acts in violation of laws and school policies for Pinon Community School.

**DUTIES and RESPONSIBILITIES:**

1. Attend BIE Mandated SCAN Training
2. Attend 2 hours of Sexual Harassment Training
3. Complete BIE Mandated Security Awareness Training
4. Attend 25 CFR Homeliving Program Training
  - First Aid/Safety/Emergency & Crisis Preparedness
  - CPR - Automated External Defibrillator
  - Student Checkout Policy
  - Confidentiality (Health Information Privacy Act and the Family Education Right to Privacy Act.)
  - Medication Administration
  - Student Rights
  - Child Abuse Reporting Requirements and Protection Procedures
  - Suicide Prevention

**Training Annually:**

- De-escalation/Conflict Resolution
  - Substance Abuse Issues
  - Ethics
  - Parenting skills/Child Care
  - Special Education and Working with Students with Disabilities
  - Student Supervision Skills
  - Child Development (recognizes various stages of development in the student population)
  - Basic Counseling Skills
  - Continuity of Operations Plan (COOP)
  - Defensive Driving Certificate
  - Safe Schools Training
  - BIE ISEP Training
  - Educational Training, general computer training (Microsoft, google apps, email)
5. Attend Professional Development Training and School Improvement Work Session.
  6. Performs basic First Aid and/or medical attention to ill and/or injured students; refer ill and/or injured students to local public health services as appropriate based on assessed need
  7. Patrols on foot or in designated vehicles, Residential grounds provide appropriate intervention, both verbal and physical, if necessary; inspects all buildings' exteriors and interiors for securing of all entries; unlocks entries as needed and requested.
  8. Notifies appropriate law enforcement agencies upon discovery of any unusual circumstances i.e.: unsecured buildings/ facilities, property damage, broken windows; or for assistance; enforces all Pinon Community School policies, rules, and regulations; provides security measures at all extracurricular activities; responds to and investigates all fire alarms.

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9. Accompanies and assists Residential Program Assistants (RPA) to perform room searches, notifies appropriate law enforcement agencies in all suspicious and/or confrontational instances/situations; responds to all Absent Without Leave (AWOL) situations to track and recover all missing students, works cooperatively with local law enforcement agencies for coordination of search and rescue activities.
10. Completes a variety of reports including incident and daily shift reports; maintains a log of all contacts throughout shift; performs routine maintenance/monitors essential equipment; performs physical/visual check of the vehicle including lights, flashers, tires, and exterior to ensure optimal operational conditions; attends departmental meetings.
11. As needed, assist the Residential Program Assistant with transporting student(s); parent meetings regarding student incidents, enforcing protection orders providing court documents, etc.
12. Will communicate efficiently with the PCS Security Department and the surrounding school's Security Department to ensure student safety.
13. May provide direct student supervision, document any unusual behavior, make referrals, and follow up on any referrals.
13. Performs other duties as assigned by the Supervisor or Designee.

**QUALIFICATION REQUIREMENTS:**

1. Education: High School diploma or equivalent with security training.
2. Experience: Must have at least six (6) months' experience with security or law enforcement agencies.
3. First Aid, CPR and First Responder
4. Knowledge, Skills, and Abilities:
  - a. Knowledge of Pinon Community School's mission, goals, objectives, policies, and procedures.
  - b. Knowledge of tribal, state, and federal laws.
  - c. Knowledge of BIE SCAN policy and procedures.
  - d. Knowledge of Pinon Community School regulations, schedules, and policies.
  - e. Knowledge of nonviolent crisis intervention methodology and its application.
  - f. Knowledge of search and seizure laws with regard to personnel/property investigations.
  - g. Knowledge of the radio and police ten codes and operation of mobile and portable radios.
  - h. Knowledge to demonstrate basic principles of security techniques, must have initiative and be courteous, reliable and responsible.
  - i. Be well poised, alert, tactful, diplomatic and have the ability to exercise good judgment under stress.
  - j. Knowledge of some medical experience preferred.
  - k. Will be working in a potentially high COVID-19 exposure environment with known and unknown associated health risks.
  - l. Ability to maintain confidentiality and comply with HIPAA and all other compliance standards.
  - m. Ability to function well in a high-paced and at times stressful environment.
  - n. Skill in identifying when the officer needs to take a mental health break.
  - o. Knowledge and support the PCS mission and vision statement.
  - p. Skills in developing and maintaining effective relationships with staff, students, parents, community members, and various law enforcement agencies.
  - q. Skills in applying judgment regarding personal safety in potentially hazardous and/or life-threatening situations.
  - r. Skills in recognizing behavioral actions indicative of child abuse/physical, drug, and/or tobacco/vape/alcohol use.

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- s. Skills in implementing appropriate intervention processes.
- t. Skills in recognizing, implementing, and maintaining an appropriate level of authority as well as creating an atmosphere of support and confidence for students.
- u. Skills in quickly responding to dynamic situations and constantly changing priorities utilizing effective communication and judgment.
- v. Skills in the application of appropriate physical exertion including running, jumping, climbing, tugging, lifting, pulling, and restraining.
- w. Skills in communicating courteously and professionally.
- x. Ability to speak the Navajo Language and/ or familiarity with the Navajo Way of Life.
- y. Ability to work independently with limited supervision.

Condition of Employment: Subject to background investigations as required by P.L. 101-647 to determine suitability for employment.

Physical Requirements: This position may require some lifting in excess of 50 lbs.

Performance Evaluation: This position is subject to a ninety (90) probationary period evaluation and will be conducted within 30 days at the conclusion of the probationary period for newly hired employees; then subject to bi-annual by performance evaluation for contract renewal or non-renewal consideration.

**SUPERVISOR:** Residential Program Manager.

**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.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Concur by: \_\_\_\_\_

\_\_\_\_\_  
Date