

# Lummi Nation School

Educational Excellence for the Future



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*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT**

**JOB TITLE:** Truancy/Security Officer

**OPEN:** October 8, 2021

**CLOSES:** October 22, 2021

**EXEMPT:** No

**JOB CODE:**

**SALARY:** (7) \$18.97-\$21.25 p/h DOE

**DIVISION:** Education

**SHIFT:** Day

**DEPARTMENT:** LNS

**LOCATION:** Lummi Nation School

**SUPERVISOR:** Dean of Student Intervention

**DURATION:** Regular Full-Time (11 Month)

**VACANCIES:** 1

**JOB SUMMARY:** Work closely with the Data and Attendance Coordinator and LNS Administration to improve daily student attendance and ensure student, school, staff and building safety procedures and safeguards are implemented and followed accordingly.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

1. Work closely with the Data and Attendance Coordinator and other LNS staff to assure students are attending school regularly.
2. Make daily contact with students and families when students are absent from school.
3. Provides on-call transportation to students/families as requested.
4. Make home visits and contacts with families regarding student truancy.
5. Keep documentation of the nature of the contact, attempted contacts, times, and dates and log contacts made in NASIS/Wespac and enter this documentation weekly
6. Provide Data and Attendance Coordinator and administration a copy of contact/service logs weekly.
7. Enter contact/services logs into NASIS and WESPAC weekly
8. Attend parent advisory committee, PLC, SIT and administration meetings, and workshops as required.
9. Work with students and parents and the Data and Attendance Coordinator to improve attendance and increase the % of excused absences and decrease the % unexcused absences
10. Monitor halls during passing periods and class time to ensure all students are attending assigned classes to decrease the unexcused absence rate.
11. Complete behavior referrals when necessary to report truancy and inappropriate and unsafe behavior exhibited.
12. Attends intervention meetings when requested.
13. Responsible for carrying out and following the school-wide safety plans and protocols put in place by the LNS administration and LNEB.
14. Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences as required.
15. Assist the LNS lead security officer with coverage during the school day and at school events; monitor grounds, halls, gym, cafeteria, and classroom.

16. Assist the LNS lead security with perimeter checks to assure the building is safe and secure; Circulate among visitors, patrons, students and staff to preserve order and protect property, building and students
17. Maintain a log of all security and truancy related contacts, perimeter checks – pass downs.
18. Maintain high professionalism in regard to student confidentiality.
19. Assist principals, teachers in keeping close control and monitoring of students on campus.
20. Manning the front desk, ensuring visitors are safe to enter; keeping out drugs and alcohol and unsafe and unapproved visitors, as required.
21. Escorting students around campus or off campus when needed.
22. Supervise students while they work infraction offences off.
23. Assist In-School opportunity when needed.
24. Set and maintain firm limits (boundaries) for student behavior.
25. Monitor evaluate and score student behavior in the in-school opportunity classroom.
26. Maintain student isolation from other outside influences during in-school opportunity
27. Distribute educational materials as instructed by teachers.
28. Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of a fully licensed teacher. (on-going)
29. Carry out other duties assigned by the Student Intervention Director or designee.

#### **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED
- 1 year Post Secondary higher education required.
- Associates Arts & Science, Direct Transfer degree or in related field; *preferred*
- 3 years of full time experience working within the Lummi Community with high-risk youth and families in supplying community support services/referrals in a school setting; *preferred*
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

#### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Must have excellent interpersonal skills.
- Must be able to safely lift a minimum of 40 pounds.
- Ability to work safely, independently and with good judgment
- Ability to work in a fast paced work/ school environment, with complete mobility and competence.
- Interpret, implement and apply rules, regulations, policies and safeguards.
- Previous work experience with school students and teachers preferred.
- Must follow LIBC rules of conduct that will protect the interests and safety of all students and employees
- Demonstrated ability to work with Native American students and at-risk families
- Ability to maintain confidentiality of school records and information.
- Ability to work as a team member in a small high-risk school.
- Must keep accurate and complete records for reporting purposes.
- Ability and willingness to upgrade skills to maintain the highest level of efficiency and high quality work.
- Must have ability to multi-task in a fast pace working environment.
- Basic competency with computer programs; Microsoft Office, data base programs, etc. or willing to learn.
- Must have the ability to direct, re-direct, supervise and monitor students in a firm yet fair manner
- Knowledge of educational data base programs

- Excellent verbal, written and interpersonal communication skills
- Be a positive role model and drug/alcohol free.

**REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol-Free Workplace Policy.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check with Washington State Patrol and Federal Bureau of investigation Fingerprint Clearance.
- Must be able to adhere to strict attendance expectations of the Lummi Nation School.
- Proof of US Citizenship.

**TERMS OF EMPLOYMENT:**

- All elements of job description apply.
- Salary depends on qualifications.
- Academic 11 month school year employee

**EVALUATION**

- Performance of this job will be evaluated in accordance with provisions of the LIBC Policies and Procedures and the Lummi Nation School Board on Evaluation of Professional Personnel.

**TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov) For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.