

Lummi Nation School

Educational Excellence for the Future



2334 Lummi View Drive / Bellingham, WA 98226

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

JOB ANNOUNCEMENT **JOB TITLE:** Security Officer

OPEN: April 22, 2024

EXEMPT: No

SALARY: Education Salary Scale

SHIFT: Day

LOCATION: Lummi Nation School

DURATION: Regular Full-Time 10 Month

CLOSES: May 6, 2024

JOB CODE:

DIVISION: Education

DEPARTMENT: Lummi Nation School

SUPERVISOR: Dean of Student Intervention

VACANCIES: 2

JOB SUMMARY: The Security Officer is to assist the Lead Security Officer, Principals, Teachers, and Staff in keeping a safe and drug free environment for all students and staff. To ensure student, school, staff, and building safety procedures and safeguards are implemented and followed accordingly. Other duties as assigned by the Dean of Student Intervention.

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

1. Maintain high professionalism in regard to student confidentiality.
2. Assist principals, teachers in keeping close control and monitoring of students on campus.
3. Maintain the front desk Security podium, and securely monitor this area to keep out drugs and alcohol.
4. Monitor halls during passing periods and crisis time to ensure all students are attending assigned classes to decrease the unexcused absence rate.
5. Escorting students around campus when needed.
6. Supervise students while they work infraction offences off.
7. Assist in School opportunity when needed
 - Set and maintain firm limits(boundaries)for student behavior.
 - Monitor evaluate and score student behavior in the in-school opportunity classroom.
 - Maintain student isolation from other outside influences during in-school opportunity+
9. Distribute educational materials as instructed by teachers. Attends intervention meetings when requested.
10. Responsible for carrying out and following the school-wide safety plans and protocols put in place by the LNS administration and LNEB.
11. Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences
12. Surveillance of a property by patrolling the grounds and/or using closed-circuit monitoring and/or alarm systems.
13. Security the facility 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
14. Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of a fully licensed teacher. (on-going)
15. Carry out other duties assigned by the Dean of Student Intervention or designee.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- Associates Arts & Science, Direct Transfer degree or in related field; or 1 year Post-Secondary higher education -*preferred*.
- 2 years of full-time experience working within the Lummi Community with high-risk youth and Families in supplying school safety/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 and apply rules and regulations policies and safeguards.
- Previous work experience with school students and teachers preferred.
- Ability to follow LIBC rules of conduct that will protect the interests and safety of all students and employees.
- 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.
- Ability to multitask 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.
- Proof of U.S. Citizenship.

TERMS OF EMPLOYMENT:

- All elements of this job description apply.
- Academic School Year (10 Month)
- 90 Day Probationary Evaluation Period Applies.

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 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.