



Pahin Sinte Owayawa
Porcupine School
Position Description



POSITION DESCRIPTION

Position:	Security	Status:	Non-Exempt
Salary:	Hourly Pay Scale	Length:	School Year

This position reports to the Facility Manager.

JOB DUTIES:

1. Responsible for protection of students, property and preservation of peace on Pahin Sinte campus.
2. Responsible for prevention and suppression of criminal activity and disturbances and return of lost or stolen property.
3. Monitor after hours and weekend security of Pahin Sinte buildings.
4. Monitor school boundaries and out of school boundaries when necessary.
5. Submit reports as required.
6. Maintain daily activity log.
7. Available for special duties when necessary.
8. Perform security at extracurricular activities.
9. Act as liaison with Police Investigations, etc.
10. Perform custodial duties as assigned
11. Adhere to all policy and procedures.
12. Other duties as assigned by the supervisor.

QUALIFICATIONS:

1. High School Diploma or GED.
2. Law Enforcement certification preferred.
3. No misdemeanor for past year/no felony.
4. Must pass background check and pre-employment drug test and random drug tests.

Approved by the School Board: