

Eagle Butte Public School District 20-1

JOB DESCRIPTION

JOB TITLE:

**Security Support Specialist (unarmed)
(*School Safety & Compliance*)**

REQUIREMENTS:

- A. Education Level: Minimum A.A.S. and/or equivalent experience; Law Enforcement Background & Experience Preferred; Customer Service Skills Prioritized
- B. Experience Desired: At least two years of work experience in a security & safety related position requiring interpersonal interaction skills, and be open to receive training as required by the position. Skills in human relations, leadership, conflict management, and the coordination of community partners for security & safety planning.
- C. Physical Requirements: Hand-eye, mind-eye coordination. Constant hearing; intermittent speaking, standing, walking and writing. Frequent carrying, keyboarding, and other repetitive motions.
- D. Other Requirements: Excellent oral and written communication skills. Computer proficiency in databases and word processing. Demonstrated ability to work well with others. Demonstrated organizational and task completion skills.

REPORTS TO: District Superintendent, Head of Security

RECEIVES GUIDANCE FROM: District Superintendent, Business Manager, Facilities Manager, IT Coordinator, Building Principal

ESSENTIAL FUNCTIONS:

- To assist, support, and work closely with administrators and other team members in ensuring a safe and secure school environment.

EVALUATED DUTIES:

1. Job Knowledge & Performance

- Demonstrates working knowledge in area of responsibility
- Demonstrates an understanding and knowledge of resources, equipment, materials, and methods
- Complies with established work rules, district policies, and regulations
- Completes work assignments in a timely fashion
- Displays awareness of safety and security factors
- Exhibits the ability to be self-sufficient
- Complies with directives given by supervision
- Meets work standards

2. Professional Responsibilities

- Shows initiative in addressing needs.
- Managing routines and procedures
- Problem solving skills
- Communication and interactive skills
- Time management
- Organizing physical space

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Eagle Butte Public School District 20-1 is an Equal Opportunity Employer

- Professionalism
- Attendance and tardiness

3. Participate in Professional Growth Opportunities and Demonstrate Professionalism

- Participate in ongoing professional growth
- Participate in school/professional and/or community organizations or events
- Complete routine assigned tasks and comply with District requirements
- Promote the education profession
- Communicate effectively and professionally with colleagues, parents and students

4. Follow District and building policies and procedures

5. Support of District goals

6. *Maintains confidentiality at all times.*

7. Perform other duties as assigned

JOB SPECIFIC PROFESSIONAL RESPONSIBILITIES:

Key Responsibilities:

- Monitor school entrances, exits, and general campus activity to ensure the safety of students, staff, and visitors through all hours of the school day.
- Assist in the operation and monitoring of the newly installed security station at the main entrance.
- Perform security checks throughout the school, identifying any potential safety concerns, and reporting them to administration.
- Provide assistance during emergency situations, following school protocols, and ensuring the well-being of all individuals on campus.
- Support the development and enforcement of school safety policies and procedures, including visitor management and access control.
- Build positive relationships with students and staff to promote a culture of safety and respect.
- Assist in coordinating with local law enforcement or emergency services if needed.
- Other duties, as assigned.

Interested applicants may submit materials to or contact:

Kara Four Bear, District 20-1 Superintendent - Kara.FourBear@k12.sd.us

Application and job description can be found at the following website or by calling 605-964-4911: <https://ceb.k12.sd.us/employment.php>