CHOCTAW TRIBAL SCHOOLS
MISSISSIPPI BAND OF CHOCTAW INDIANS
P.O. BOX 6008
CHOCTAW, MS 39350
PHONE (601) 650-7302
FAX (601) 656-9454

JOB ANNOUNCEMENT #20-00-22

JOB TITLE:	School Safety Officer
OPENING DATE:	OCTOBER 17, 2016 OCT 17 2016
CLOSING DATE:	OCTOBER 31, 2016 OR UNTIL FILLED
SALARY:	Grade 7, Tribal Pay Plan
SUPERVISOR:	School Principal
TYPE OF EMPLOYMENT:	Regular Full Time, 230 DAYS
JOB LOCATION:	Tucker Elementary School

SCOPE OF SERVICES:

The School Safety Officer will be responsible for monitoring a safe school environment including buildings, grounds, student body and events; and enforces school policy by identifying behaviors, situations, and conditions that are in non-compliance with school/tribal policies and reporting in a timely manner incidents or situations of non-compliance to the Principal and Department of Public Safety with copy sent to the Tribal Chief.

DUTIES AND RESPONSIBILITIES:

1. Prevents the entry of unauthorized persons to school campus
2. Assists administrative staff in maintaining orderly conduct during school hours.
3. Enforces rules, regulations, and policy of the Choctaw Tribal Schools.
4. Removes disruptive students from classes when needed.
5. Patrol and monitor interior and exterior of facilities and parking lots for safety of students and staff.
6. Protects school property from damage by vandalism or theft.
7. Notifies school principal of situations that my result in disturbances.
8. Cooperates with Department of Public Safety as directed.
9. Assist visitors with directions and secure proper identification.
10. Promote student responsibility for behavior and attitude by serving as a role model and dressing and grooming professionally.

JOB ANNOUNCEMENT
SCHOOL SAFETY OFFICER, (1 POSITION)

QUALIFICATIONS:

1. High School Diploma or GED.
2. Requires a security certification or ability to obtain one.
3. Required to maintain a telephone or residents to respond to emergencies when need arise.
4. Minimum of 2 years of job related experience, or an equivalent combination of training and experience.
5. Excellent communication skills both oral and written.
6. Complete a criminal background check on county, state, and national levels. Any record or conviction of criminal or child abuse charges will result in immediate termination.
7. Employee in this position is subject to random alcohol/drug testing.
8. Must be in good physical health to perform the duties as describe. Good eye-sight and hearing are necessary for safety and efficiency. Required to submit results of annual physical exam.
9. Preference will be given to qualified Indian applicant.
10. Must possess a valid Mississippi Drivers' License, adequate transportation and personal automobile liability insurance.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350