



## 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 #398317

**JOB TITLE:** School Safety Officer

**OPENING DATE:** SEPTEMBER 08, 2023 **SEP 08 2023**

**CLOSING DATE:** SEPTEMBER 15, 2023 OR UNTIL FILLED

**SALARY:** Grade 7, Tribal Pay Plan

**SUPERVISOR:** School Principal

**TYPE OF EMPLOYMENT:** Regular Full Time, 230 DAYS

**JOB LOCATION:** Conehatta 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.

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**JOB ANNOUNCEMENT**  
**SCHOOL SAFETY OFFICER**

**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 waiver Indian Preference Laws can only be exercised by the Committee on Human Resources, Training and Development, and 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 non-MBCI member can be made by

the Committee only for as long as the non-MBCI member remains in the position for which the waiver was granted. That waiver does not apply to other openings for which the non-MBCI member or other Native American may have interest in or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and had no right to direct that any specific applicant other than the one for which waiver is sought, be employed.

**IF INTERESTED, SEND APPLICATION TO:**

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