

**CHEYENNE RIVER SIOUX TRIBE
CHEYENNE-EAGLE BUTTE SCHOOL
LIAISON SECURITY SPECIALIST**

DESCRIPTION OF WORK

General Statement of Duties: Performs and responsible for running metal detector machines wands, and monitoring designated locations. Performs various clerical duties. Responsible for the safety, security, and control of the metal detectors at all times. Performs work in accordance with the Cheyenne-Eagle Butte Unified Student Handbook. Responsible for the security and safety of all students, staff and general public entering the Cheyenne-Eagle Butte North Campus.

Supervision Received: Works under the immediate supervision of the C-EB Assistant Principals and the general supervision of CRST Title I Director.

Supervision Exercised: None

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Responsible for monitoring students, staff and general public that proceed through the metal detector. Responsible to follow proper procedures making certain no weapons or metal objects that is considered to be used as a weapon to enter the secure areas, remove all contraband entering the area and properly reporting it to the School Resource Officer (SRO) and doing the necessary paper work in accordance with the policy/unified handbook.

Responsible for the total security of the designated metal detector areas.

Conducts a visual observation of students, staff and general public during entrance of Cheyenne-Eagle Butte School Campus. Will inform SRO immediately when necessary.

Ensures the safe entrance and exit of all the students, parents and general public from the metal detector area.

Is responsible for the safety of students, staff and general public in all phases of work by interpreting security rules and enforce compliances.

Maintains discipline by communicating with others and interacting with students, staff and general public. Is consistent and fair in dealing with the students and their behaviors.

Oversees assigned metal detector areas.

Must know COO Plan Emergency Procedures and where all emergency equipment is stored.

Completes all reports, forms and other required paper work accurately before the end of the shift.

Will be required to do other security duties as assigned by the building Assistant Principals.

Will be required to do shift work which or can include extra-curricular activities.

Utilizes a communication radio for emergency purposes.

Other job related duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Some Knowledge of Rules and Regulations relating to the Juvenile Detention operations. Able to quickly learn the methods and techniques used in the control and custody of juveniles and the process of booking a juvenile offender while adhering to Department Policy and Procedures. Able to understand and follow oral and written instructions including following department Policy & Procedures manual. Able to be assertive with all stakeholders in a polite and courteous manner, and ensuring a safe and secure juvenile detention area. Able to stay alert at all times and to react calmly in emergency situations. Able to do clerical functions keeping accurate records, logs, and files. Will be required to some typing. Able to maintain favorable working relationship with all stakeholders. Works exclusively with juveniles, should have some knowledge of juvenile behaviors, and demeanors. Has some knowledge of juveniles, Tribal and Federal laws.

Education: High School Diploma or GED.

Experience: Some experience in working with students and in the security field Preferred, but not required. Some experience in working with the public.

Special Requirements:

Must pass a pre-employment physical. Must maintain good physical condition.

Must have current valid driver's license.

Must maintain strict confidentiality. Confidentiality very important when working for the CRST Title I Program. It is expected that all matters pertaining to Cheyenne-Eagle Butte School and CRST Title I Program issues and problems will be kept confidential. Failure to comply will be cause for dismissal.

Incumbent is subject to the CRST Drug and Alcohol Testing Policy; must pass pre-employment drug screening and will be subject to random drug screenings. Must be able to pass Tribal/Local, Federal, and State background checks in accordance with P.L. 101-630, P.L. 101-647, and Resolution No. 88-2013-CR.

Training: Security training will be provided within one (1) year of employment.

Revised Date: 11.07.2024