



# MESCALERO "Apache" SCHOOL

P.O. Box 230, 249 White Mountain  
Mescalero, New Mexico 88340  
Phone: (575)464-4431 Fax (575) 464-0053



*"Mescalero Chiefs"*

## 2021/2022 VACANCY

Posted 6/16/2021

### Security Guard

**Primary Functions:** Provides security to all buildings, grounds and property, including staff, students and visitors during regular school days and non-school hours.

**Responsibilities:**

- Provides for secure and safe place, free from violence and intrusions for all students and staff.
- Communicates effectively, both orally and in writing.
- Routinely checks to assure all doors are locked to all buildings during school hours and at the end of the day without supervision.
- Develops and implements a reporting format and system that documents all activity of the School Security Guard.
- Foot patrols the entire school campus at least three to four times a day and during all lunch periods.
- Regulate student's behavior on campus, in cafeteria, restrooms, parking lots and other open areas.
- Detain students suspected of narcotics, tobacco, alcoholic and any other infractions.
- Patrol and confront unauthorized persons for questioning and checking for passes and identification card as needed.
- Observe and report violations of safety.
- Strong interpersonal skills and flexibility
- Ability to react calmly and effectively in emergency situations.
- Ability to detect problem's and report information to appropriate personnel.
- Cooperate and collaborate with the local police department on matters of security and other legal issues that may arise.
- Reports all minor vandalism and break-ins to the Superintendent as soon as possible and files a report to the local police department.
- Demonstrate problem solving and responsible decision making skills.
- Maintain and project professional appearance as it relates to job performance.
- Monitor security surveillance equipment to protect facilities and assets.
- Makes recommendations to correct security issues once identified.
- Uses computer application or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.
- Requires attendance at **all** after school functions on campus (ie: sports games, dances and other scheduled activities).
- Maintains student campus parking eligibility.
- Acts as safety manager for MAS and conducts all safety meetings with administration.
- Attends any necessary professional development to improve school safety.
- Keeps current with technical advances at MAS.
- Performs other tasks as assigned by the Administration.

**Key Relationships:**

- Position reports to the Principals.
- Occasionally, will interact with staff members, students, parents and local law enforcement.

### **Minimum Qualifications:**

- Minimum of a high school diploma or GED is required
- Individual must have at least one (1) year previous security experience
- Must be able to interact well with others.
- Must be in good physical health.
- Must be able to follow directions.
- Must have reliable transportation
- Must be trained to physically restrain individuals.
- Knowledge of the Mescalero Apache people and their culture.
- Must be able to pass a background check prior to employment.
- Will be required to pass drug test upon employment, then randomly when selected.
- Must be able to follow all school policies and procedures.
- Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, national origin or other non-merit factors.

### **Term of Employment:**

- Ten-month contract
- 13 leave days per school year.

### **Working Conditions:**

- Work is accomplished within a school environment, requiring long periods of standing and walking.
- Confidentiality of various issues or situations are to be maintained and requires individual to abide by such conditions.

**Applications will be accepted until 3:30 p.m. on Wednesday, July 7, 2021.**

- ***ALL** positions require background checks and clearance from any criminal charges prior to employment.*
- ***Note:** any felonious or any of two (2) or more misdemeanor convictions will disqualify applicant from employment.*
- *All positions require initial drug testing upon hire, then random monthly drug testing.*
- *Selection for employment will be based on the Mescalero Apache Tribal Ordinance 06-02.*

**Applications available at the MAS Administration or on our website: [maschiefs.org](http://maschiefs.org)**

**Applications can be returned by mail, fax to 575-464-0053 or email: [HR@mescalero.org](mailto:HR@mescalero.org)**