

**Little Wound School Board  
Position Description**

**Night Watchman/Security**

**Job Summary:** To ensure the safety and security of the students, staff, and the residents of housing during assigned work hours by patrolling buildings and grounds.

**Duties and Responsibilities:**

1. Secure premises by patrolling campus; monitoring securing cameras; inspecting buildings, equipment and permitting entry.
2. Develop and carry out an intermittent building security check schedule.
3. Completes and submits to supervisor a log showing building and window checks noting any acts of vandalism, persons observed to be on the campus or in direct proximity to campuses, unlocked doors and windows, suspected entries or malfunctions of security equipment and reports to the supervisor or other authorized staff person.
4. Notifies law enforcement or other appropriate authority of any situation requiring immediate or prompt attention.
5. Control traffic during school activities, when necessary.
6. Is considerate, courteous, and treats others with respect.
7. Must have good work ethic of time and attendance.
8. Provide excellent customer service
9. May be required to work extra hours during school activities.
10. Perform other tasks as assigned by supervisor.
11. Adhere to LWS policies and procedures.

**Knowledge and Skills Required**

1. Written and verbal communication skills.
2. Follow complex instructions.
3. Interpersonal Skills
4. Knowledge of Security Operations and Procedure
5. Manage Multiple Tasks
6. Knowledge of Basic Security and Fire Inspection Procedures
7. Dependability
8. Manage electronic equipment
9. Reporting Skills

**Qualifications:**

1. Requires a high school diploma or its equivalent and 0-2 years of experience in the field or in a related area.
2. Familiar with standard concepts, practices and procedures within a particular field.
3. No misdemeanor for the past year.
4. No felony convictions.
5. Must have a valid SD driving license.
6. Indian preference considered pursuant to PL 93-638.
7. Veteran's preference considered by verification of DD-214.
8. Must successfully pass pre-employment procedures.

Approved 6/3/2019 Year Round Hourly Wage, Level A
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