

# NORTH STAR CHARTER SCHOOL

IB World School – International School of Business & Economics

## NORTH STAR CHARTER SCHOOL JOB OPENING

**School Year: 2022-2023**

**POSITION:** School Safety Officer

**FTE:** 1.0

Oversees the interior and exterior security for students, staff and facilities at North Star Charter School.

### **SSO SECONDARY ASSIGNMENT:**

School Facilities Coordinator: Oversee the various school “facility” needs.

### ***PRIMARY PURPOSE (Essential Duties):***

- Patrols school campus, including interior and outside areas, to maintain safety issues and enforce school rules and policies.
  - Maintaining and monitoring all interior and exterior video cameras and have system knowledge to review and capture playback video upon administration request.
- Ensures the exterior security of the campus, which includes parking lots, playgrounds and outside campus.
  - Patrolling for all safety concerns, vandalism, break-ins, thefts, unsafe driving and any other school rules or legal violations.
  - Works in conjunction with school administrators and key staff along the guidelines set forth by written or verbal school protocols.
- Ensures the interior security, including but not limited to hallways, lockers, classrooms, restrooms, cafeteria, and recreation activity areas.
- Identifies and arranges for the removal of non-students, undesirables and others without permission or legitimate business on campus.
- Facilitate traffic direction and crosswalk security in the AM and PM for elementary buses and parent drop-offs/pick-ups, afternoon secondary release crosswalk and traffic direction for students and departing parent vehicles.
- Prepares and maintains documents, reports, records, files and related documentation for incidents involving students at school.
  - Become well versed with Power School for information & documentation. Work with administrators to provide written files for the school’s Mile Post entries.
- Review State & FBI Background reports on prospective staff or volunteers seeking association with NSCS to determine suitability and appropriateness given their past Court involvement or record.

# NORTH STAR CHARTER SCHOOL

## IB World School – International School of Business & Economics

- When requested, provides security at interscholastic sporting events and other school activities as needed.
- When necessary, calls for law enforcement officers to assist with investigations pertaining to police matters occurring on campus.
- Establishes and maintains medical equipment, including AEDs, First Aid Kits, Epi Pens, etc...
- Assists in providing first aid to students and staff (in the event of severe cases maintain a presence until emergency medical personnel arrive).
- Maintains 2-way radio communication system for administrators and office staff for elementary and secondary schools.
- Maintain and enforce parking permit program established for students driving and parking vehicles on the school campus.
  - Order new parking permits each year and require permit holders to sign (along with parents) parking agreements, pay a yearly \$30 parking fee, submit a copy of their driver's license, vehicle registration and liability insurance.
- Schedule and oversee all mandated/required drills, including monthly fire drill and at least one yearly Lock-Down Drill (in conjunction with the Ada County Sheriff's Office).
- Maintain control over all key and fob distributions to staff and contractors; keeping a key/fob assignment record & collecting keys/fobs at the conclusion of staff's employment.
  - Stay well versed with Virtual Key Pad to properly activate or deactivate school entry fobs and proximity patches.
- Maintain "Group & Individual" listings in the OneCallNow/Onsolve Alert System.
  - Be knowledgeable on how to send alerts to parents, students and staff.
- Maintains & oversees the Ident-A-Kid visitor management system.
  - Train office staff and respond when alerts occur.
- Maintain and distribute yearly Emergency Exit maps throughout school.
- Provide yearly faculty "In-service" Safety Training and regular "all staff" email communications regarding safety issues and reminders.
- Updates & maintains "Go Kits" for elementary and secondary schools.
- Be available for various classroom presentations, especially to elementary age groups regarding; Playground Safety, Crosswalk Safety, Citizenship/Student Responsibilities, etc..
- Secure the school at the end of each school day (all perimeter doors shut and locked, etc.).
  - Lock fenced basketball court each evening and unlock in AM.
- Will be the school's first point of contact for after school hour issues (unlocked doors, property concerns, vandalism etc.).

# NORTH STAR CHARTER SCHOOL

## IB World School – International School of Business & Economics

- Performs all work duties and activities in accordance with school policies, procedures and safety practices.

### ***SECONDARY ASSIGNMENT – School Facilities Coordinator:***

- Oversee the day-to-day maintenance activities, which includes:
  - Oversight of daily maintenance staff activities
  - Oversight of daily facility cleaning and various upkeep/repair activities.
- Be responsible for general safety checks related to weather before/during school hours, i.e., ice/snow on sidewalks and parking lot, communicating with maintenance or contractor as needed.
- Maintain school PHONENETWORKS telephone and all-room intercom system.
- Oversee H-VAC filter exchange as necessary.
- Schedule and manage all yearly State, County and City inspections: Fire Safety Inspection (City of Eagle Fire Department), Fire Alarm (Alarm Star), Sprinkler System Plumbing Inspection (Shilo Automatic Sprinklers Inc.), Facility Safety Inspection (State of Idaho Division of Building Safety), Safe School Inspection (Office of School Safety and Security), Hartford Steam Boiler Inspection (AIG Insurance).
- Responsible for maintaining the school flagpole for the daily display of the United States Flag, being mindful of display variations dictated by calendar or United States Government.

### Acceptable Experience and Training:

- Law enforcement experience preferred
- Experience maintaining and managing commercial or public properties preferred

### Essential Job Functions

- Clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to engage in verbal conversation and to communicate effectively on the telephone and in person as well as in written communications
- Ability to comprehend and interpret the meaning of words and respond effectively
- Visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work and assessments, prepare and review documents, and organize documents and materials
- Manual dexterity, with or without reasonable accommodation, which permits the employee to perform repetitive hand/wrist/arm motions and to operate a computer and office equipment, and to occasionally physically restrain a student to keep him/her from harming self or others when necessary

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- Personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to work in an office environment, lifting or moving objects that weigh up to 20lbs.
- Job tasks require, with or without reasonable accommodation, climbing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, and grasping.

### Other Duties and Responsibilities

- Attend job-related meetings  
Perform other related duties as required

### **To apply, please submit a cover letter and resume to:**

Joanna O'Donnell, Human Resources, [jodonnell@northstarcharter.org](mailto:jodonnell@northstarcharter.org)

**CLOSING DATE:** Until filled