NORTH STAR CHARTER SCHOOL

IB World School – International School of Business & Economics

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NORTH STAR CHARTER SCHOOL JOB OPENING

POSITION: Safe School Officer & Facilities Manager
LOCATION: Eagle, Idaho
JOB TYPE: 2023-2024 School Year, Full-Time Contract

Job Description:

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

Facilities Maintenance:

- Work with third party facilities and maintenance company to ensure that all porter and janitorial services are performed.
- Develop and execute annual facilities maintenance plan
- Provide budgetary guidance on facilities maintenance items

Physical Security:

- Oversee the physical security of NSCS's building and grounds to ensure there is no unauthorized access to the facilities, and protect personnel and property from harm.
- Conduct periodic foot patrols of grounds and check doors to ensure they are secured. Look for any safety hazards throughout the building and playground areas.
- Maintain up to date records of No Contact Orders and ensure designated teachers and staff are aware of people who are prohibited from entering the building.
- Monitor video surveillance cameras for any suspicious or unauthorized activity. This is done in the SSO office or remotely via smart phone during off hours. Review video footage for evidence in the event of any type of incident.
- Monitor door access system. Make any necessary changes in employee status.
- Monitor the visitor management system. Maintain the "No-Go" List to ensure any unauthorized visitors are denied access. Respond to any offender activations and determine the seriousness of the situation and determine any further action.
- Maintain the mass notification system, One Call Now. Make mass communication with parents when necessary.
- Maintain inventory of keys and fobs, keep employee records.
- Conduct end-of-day building checks to ensure all doors are locked and there are no remaining students.

Traffic Control:

- Manage traffic duties at school drop off and pick up times for elementary and secondary school.
- Manage additional traffic control may be needed during special events.

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Local Law Enforcement:

- Maintain working relationship with local law enforcement and emergency services to ensure NSCS is up to date with policies and procedures in the event of an incident that requires law enforcement response.

Investigations:

- At the direction of school administrators, conduct investigations of disciplinary events by interviewing students and staff. Document and forward reports to administration for review.
- Contact ACSO SRO when law enforcement involvement is required.
- Enter applicable reports into Power School.
- Review any employee back-ground checks that are returned with prior criminal records.

Policies and Procedures / Training / Drills:

- Conduct and record lock down drills three times a school year.
  Conduct and record fire drills monthly.
- Arrange and record locker/hallway/vehicle narcotics sweeps with ACSO K-9 Unit, one to two times a school year.
- Conduct lock-down and lock-down drill training during teacher and para professional in-service training. Follow up throughout the school year with new employees.
- Maintain the NSCS "Go-Kit" to ensure student's contact information is up to date in the event of relocation/reunification at an alternate site.
- Review NSCS policies and procedures for accuracy and relevance. Make any necessary changes and communicate amendments with appropriate staff.

First Aid:

- Administer first aid to students/staff when needed. Determine if further action is needed from Ada County Paramedics. Communicate with parents of affected students if the situation arises above the level of a minor injury. Record and maintain Head Injury Reports.
- Maintain/resupply first aid supplies.
- Maintain records for employee CPR/AED and Stop the Bleed certifications and coordinate training.
- Conduct monthly inspections of NSCS's three stationary AED's.
- Maintain Stop the Bleed kits.

Misc:

- Respond to NSCS during off hours when needed.
- Maintain/reorder the American Flag outside of the building.

Experience and Training:

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

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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
- 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.

To apply, please submit a cover letter, resume, and three professional references. We are an equal opportunity employer and welcome applications from all qualified candidates.

CONTACT: Andy Horning, Head of school, ahorning@northstarcharter.org and Joanna O'Donnell, Human Resources jodonnell@northstarcharter.org

Certified Application available at: https://www.northstarcharter.org/employment-opportunities/