

Kanuikapono Public Charter School • Job Description

Job Title:	Safety Officer		
Employment Type:	12-month	Division / Department:	Operations
JOG code:	8H830	Reports to:	Executive Director
Collective Bargaining Unit:	13	FLSA Status:	Exempt
Pay Group / Salary Range:	Depends on experience	State Comparable:	8H.830 School Security and Safety Officer

Mākaukau: Required Skills, Qualifications, Experience & Education

- Graduation from high school or equivalent.
- Registered as a Guard with the State of Hawaii Board of Private Detectives and Guards, in accordance with Act 208, Session Laws of Hawaii 2010.
- At least 1 year of work experience in the enforcement of security laws, rules and regulations.
- Demonstrated ability to apply security procedures and practices; make recommendations on security policies and procedures; develop strategies to reduce hazards and risks; coordinate emergency response operations; establish and maintain a safe school environment.
- Must be physically able to perform, efficiently and effectively, the essential duties of this job, which include frequent walking and running without strain.
- Ability to understand, follow and give oral and written instructions in English and/or Hawaiian.
- Successful completion of a mandatory background check.
- Basic understanding of the Hawaiian world view, values and practices.
- Familiarity with and an adherence to current best practices in the performance of one's responsibilities.

‘Ike Pili ‘Oihana: Preferred Skills, Qualifications, Experience & Education

- Completion of security training (military police, police academy, or equivalent).
- Completion of a police science program from an accredited college or university.
- Ability to work amicably with and relate to youth, their family, and fellow personnel.
- Deep understanding of the Hawaiian world view, values and practices.
- Conversational knowledge of Hawaiian language.
- Proficient knowledge of laws, rules and regulations pertaining to security programs, law enforcement methods, techniques and procedures pertaining to the protection and security of personnel and property; and methods of maintaining law and order within premises patrolled.

Kuleana: Role and Responsibilities

The kuleana of the Security job is to assist in the implementation of School Safety and Security Programs by performing a variety of duties involving the protection of students, staff, and school property. The job assists in the effective implementation of school safety and security policies and procedures and maintains a safe and secure school environment; patrols school campus for improper conduct or possible hazards, and to prevent or discourage disturbances, loitering or other unacceptable behavior. Security also performs other related duties around campus as assigned, including assisting with special projects, functions and events, and coordinating with support staff.

Examples of Activities, Duties and Responsibilities

- Implements School Safety and Security Programs, oversees day-to-day security operations, and facilitates school and campus security strategies.
- Patrols school interior and grounds; investigates and reports suspicious persons or unusual incidents, and manages the scenes of incidences.
- Assists teachers and staff in handling disturbances; informs school administrators of critical situations which may require police, fire or other outside assistance, and serves as a member of the school emergency response team.
- Enforces a tobacco-, alcohol-, weapons-, and drug-free school setting.
- Prevents and breaks up fights, addresses bullying and student misconduct, and brings violators to the administrator's office for disciplinary consideration.
- May assist with investigations of truancy, property loss, theft, damage, or other misconduct.
- Serves on the school safety committee to report concerns and assist with improving school emergency readiness in addressing areas of prevention-mitigation and preparedness.
- Ensures the safe and orderly movement of students, pedestrians and vehicular traffic in and around the school grounds, and may supervise and monitor a JPO program.
- Prepares written reports of incidences, occurrences and accidents on or around campus.
- Abides by federal confidentiality laws, including the Privacy Act, in not disclosing any employee or student information to third parties, and to take all precautions to keep such records confidential and secure.
- May be asked to assist with special school projects, functions and events.
- Other related duties as assigned.

'Ano: Characteristics, Traits & Capabilities

- A'o Ikaika: Protective, vigilant
- Akeakamai: Physically capable
- Kūpono: Honest, reliable, fair
- Paulele 'ia: Trustworthy
- Wiwo'ole: Courageous, brave

'Imi Na'auao: Philosophy

The purpose of Kanuikapono Public Charter School is to manage and operate a culturally-based Hawaiian-focused charter school that is grounded in Hawaiian pedagogy and innovation with a commitment to Native education and community renewal for Anahola and its families. The mission of Kanuikapono PCS is to nurture lifelong learners able to embrace the world of our ancestors, 21st century skilled with aloha and respect for self, family, community and the environment. We envision a

vibrant learning community grounded in Native education, academic rigor and community renewal. The traditions of aloha, kuleana and mālama 'āina are central to the philosophy of the school.

Kuana'ike: Perspective

The five most important Hawaiian concepts to incorporate into this job are:

- Aloha Kekahi i Kekahi: Engage in care for one another
- 'Auamo Kuleana: Actively seek and carry a responsibility
- Mākia i ka Hana: Work with purpose
- Mālama i kou Kuleana: To steward and care for your responsibilities
- Pono: Integrity; doing what is right and proper

Uku 'Oihana: Compensation (Wages & Benefits)

- Annualized Salary
- Sick and/or Vacation Leave
- Medical, Dental, Vision coverage available through EUTF
- Retirement available through ERS

Ho'ākaaka: Clarification

Possession of the required number of years of experience will not in itself be the accepted proof of qualification for the job. The applicant's overall experience must have been of such scope and level or responsibility as to conclusively demonstrate that applicant has the ability to perform the duties or the job for which applicant is being considered.

All requirements, responsibilities and compensation in this job description are within the confines of and in accordance with the appropriate collective bargaining agreement. Nothing in this document shall supersede the collective bargaining agreement or any supplemental agreements.

The roles and responsibilities, and any optional duties, in this job description may or may not be part of the given job. Job may not be assigned all of the duties listed, nor do the examples herein necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the job.

Kanuikapono PCS is an equal opportunity employer as provided for by state and federal law.