



## ***Theodore Roosevelt School***

### ***Warriors***

*P.O. Box 567*

*Fort Apache, AZ 85926*

*(928) 338-4464 Fax (928) 338-1009*

***Dr. Leon Ben, Chief School Administrator / Principal***

**Job Title:** Dean of Students / Campus Security Officer

**Classification:** Hourly, 12-Month Position (Non Exempt)

**Salary:** Certified Staff Pay Scale - DOE

**Hours:** 40 hours/week (Must be flexible with early mornings and work schedule adjustments as needed)

**Location:** Theodore Roosevelt School, Fort Apache, AZ

**Reports To:** Chief School Administrator (CSA) / Principal

**Contact for Application:**

Darin Nez, Director of Human Resources and Business Office

dnez@trswarriors.com | (928) 338-4464

### ***Position Overview***

The Dean of Students / Campus Security Officer is responsible for cultivating a safe, positive, and disciplined school environment by leading student behavior management efforts, overseeing campus safety protocols, and supporting the overall well-being of the student body. This dual role combines administrative oversight of student conduct with proactive leadership of school-wide security operations in alignment with White Mountain Apache values and the mission of Theodore Roosevelt School.

### ***Key Responsibilities***

#### **Student Affairs & Behavioral Oversight**

- Enforce the Student Code of Conduct as outlined in the TRS Policy Manual and applicable tribal and federal regulations.
- Investigate student behavior incidents and determine appropriate interventions or consequences in accordance with due process rights under Section 10.33.
- Serve as a liaison between administration, teachers, parents, and students for behavioral and social-emotional matters.
- Provide restorative, culturally responsive disciplinary practices aligned with N'dee values.
- Monitor chronic absenteeism, truancy, and behavior data to develop intervention strategies.
- Facilitate student reentry plans following suspensions or major disciplinary actions.

#### **Campus Security & Safety**

- Oversee day-to-day campus safety operations, including supervision of Security Officers.
- Coordinate and lead emergency response drills (lockdown, fire, evacuation) in compliance with Section 4.17 of the TRS Policy Manual.
- Monitor school grounds to ensure a secure, orderly environment during school hours, after-school programs, and residential activities.
- Respond to incidents involving threats, altercations, unauthorized visitors, or other safety violations.
- Collaborate with Tribal Police and emergency responders as needed.

## **Administrative and Leadership Functions**

- Maintain accurate and timely records of all student conduct incidents, disciplinary actions, safety reports, and resolutions.
- Crisis Plan
- Contribute to the School Improvement Plan, accreditation compliance, and federal safety audits.
- Participate in school leadership meetings and present data-informed reports on student discipline and campus safety.

## ***Required Qualifications***

- Bachelor's degree in education, Criminal Justice, Counseling, Social Work, or a related field
- Minimum 3 years of administrative or school office experience.
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint), Google Workspace (Docs, Sheets, Calendar), and social media platforms.
- Strong written and verbal communication skills.
- Exceptional organizational and multitasking ability.
- Professional demeanor and confidentiality in handling sensitive information.
- Flexibility in work hours, including early mornings and occasional evening/weekend events.
- Minimum of 3 years of experience in school administration, student support services, security, or law enforcement.
- Valid Arizona DPS Fingerprint Clearance Card and ability to pass background checks per 25 C.F.R. § 63.10.
- Completion of or willingness to complete First Aid/CPR certification within 30 days of hire.
- Knowledge of student development, trauma-informed practices, and conflict resolution techniques.

## ***Preferred Qualifications***

- Master's Degree Preferred
- Knowledge of White Mountain Apache culture, language, and community values.
- Experience working with Native American youth in a residential or school setting.
- AZ School Safety Officer or equivalent certification.

## ***WORKING CONDITIONS***

- Duties performed both indoors and outdoors, with exposure to seasonal weather conditions.
- May involve physical intervention in emergencies, including standing, walking, or restraining students as required by school protocol.
- Availability for extended hours and after-school programming, including weekends during school events.

Theodore Roosevelt School is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, genetic information, marital status, political beliefs, sexual orientation, or membership/non-membership in an employee organization. American Indian and Alaska Native preference will be given in accordance with the Indian Preference Act (Title 25 U.S.C. §472 & §473). All qualified applicants are encouraged to apply.

## ***TO APPLY***

Please submit a application, resume, cover letter, and three references to:

Darin Nez, Director of Human Resources and Business Office

**Email:** dnez@trswarriors.com | **Phone:** (928) 338-4464