



Triad Community Unit School District #2

Employment Application

Openings as of 1/20/2023

<i>SRO - School Resource Officer</i>	JobID: 1025
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Position Type:

Support Staff/Security

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Date Posted:

12/16/2022

Location:

Multiple Triad School Buildings

Date Available:

SY 2022-2023

JOB POSTING

Triad Community Unit School District #2

SY 2022-2023

Position Title: School Resource Officer

Department: N/A

Reports to: Building Administration, Police/Sherrif's Supervisor

FLSA Class: Non-Exempt

Revised Date: 8/1/22

SUMMARY

To provide proactive crime prevention on school campus for students, staff and guests of the district.

DUTIES

1. Conform with all state laws and regulations regarding school safety and crime prevention.
2. In conjunction with school administration, the SRO will be responsible for investigation of crimes on school campus to include mandated reporting to law enforcement and misdemeanor law violations.
3. Investigate criminal law violations and motor vehicle accidents in accordance with police department policy.

4. Work with local patrol officer to develop crime prevention strategies.
5. Assist the school district in emergency crisis planning and building security matters. Coordinate and train staff in the use of CrisisGo with building administration. Assist with safety drills throughout the school year at designated buildings.
6. In conjunction with school administration, the SRO will receive reports from district mandated reporters and conduct necessary investigations pertaining to violations under the State mandated reporting law.
7. At the discretion of the building principal, assist in disciplinary violations of the student handbook.
8. Provide educational counseling to students and staff pertaining to questions or concerns of criminal law.
9. Provide general supervision of students.
10. Participate in daily before and after school duties such as traffic control.
11. Assist with attendance issues related to the state's compulsory attendance law.
12. Evaluate the physical security needs of the school campus and routinely each day check external doors to make sure they are closed and locked.
13. Conduct routine inspections of physical security equipment to ensure proper functionality.
14. Routinely check that cameras are actively working in all locations. Label each of the cameras so they are easy to identify location when viewing through the security center.
15. Mentor students as directed by administration.
16. Quarterly meeting with building administration.
17. Perform other duties as assigned by administration.

QUALIFICATIONS

1. High school diploma or equivalent required.
2. Must be at least 21 years of age
3. Must have completed or be able to complete National Association of School Resource Officer (NASRO) Law Enforcement Training
4. Ability to maintain good working relationships with fellow employees and students.
5. Ability to communicate to students, parents and staff in an acceptable/courteous manner.
6. Ability to understand and follow basic oral and written instructions.

SCHEDULING

The normal working hours are 8 hours, Monday through Friday. Individual schedules are unique to buildings in cooperation with building principals. This schedule is subject to change with district and/or school schedules/demands. Overtime is required when necessary.

Letters of interest should be sent to Dr. Jay Simpson, Human Resources Director, at jay.simpson@tcusd2.org.

Apply online at www.tcusd2.org

The Triad School District is an equal opportunity employer and does not discriminate against any qualified applicant on the basis of race, color, religion, sex, creed, sexual orientation, national