

Job Description

Job Title:	School Resource Officer
Employment Location:	Circle of Nations Residential 832 North 8 th Street Wahpeton, ND 58075
Department:	Residential
Immediate Supervisor:	Residential Director
Pay Status:	Exempt
Calendar Classification:	9- Month Staff
Terms of Employment:	Salary and work year to be established by the school board. Duty hours to include 8 hours per day/40 hours per week.
Evaluation:	Performance of this job will be evaluated in accordance with the provisions of the school board's policy on evaluation of staff personnel.
Education/ Qualifications:	Bachelor's degree in Criminal justice. Must possess a valid driver's license.
Physical Activity:	Employee will be required to stoop, kneel, stand, walk, sit, lift, speak, and hear.
Physical Requirements:	Employee shall be able to exert up to 20 lbs of force occasionally and up to 10 lbs of force frequently to lift, push, pull, carry or otherwise move objects, including the human body.
Mental Requirements:	Employee shall be able to appropriately adapt to mildly stressful and/or emotional situations.
Working Conditions:	Worker is subject to activities that occur indoors and outdoors. Outside temperatures range from below 32 degrees to above 75 degrees.

Duties and Responsibilities

- Any special projects as indicated.
- Provide comprehensive child protection and juvenile delinquency prevention services in a 24-hour daily residential school environment.
- Assist school administration with planning, implementation, and evaluation of comprehensive program strategies.
- Collaborate with staff in academic, residential, and administrative sectors to ensure that appropriate child protection measures are carried out effectively at all levels of intervention throughout the school community.
- Act as a single point of contact for state, county, and tribal Child Protection agencies in all child abuse and neglect reporting procedures.

- Act as single point of contact with Law Enforcement agencies to promote community policing and prevent student contact with the juvenile justice system, jail, or detention.
- Address crime and disorder problems, gangs, and drug activities affecting or occurring in or around school.
- Develop or expand crime, violence, and drug prevention efforts for students.
- Train students in conflict resolution, drug awareness, restorative justice, crime awareness, and other pro-social learning experiences.
- Assist in identification of physical changes in the environment that may reduce crime and promote school safety.
- Assist in developing school policy that addresses crime and recommended procedural changes.
- Assist in developing school policy to prevent all forms of child abuse and neglect, including institutional neglect.
- Promote and support organizational strategies to address the causes and underlying conditions that lead to juvenile crime so that predictable future behavior can be prevented.
- Identify research-based drug and violence prevention strategies and assist school in adopting the most successful strategies.
- Collect and maintain data on school safety and behavioral problems in collaboration with school wide programs and partnership agencies.
- Provide feedback to the school on programs and activities that have proven to be successful in reducing juvenile crime and drug use and improving school safety.
- Review Child Protection Office measurable goals and objectives and report annually on progress toward meeting those goals and objectives.
- Act as school liaison and student advocate in all procedures involving law enforcement, social service, juvenile crime and drug use and improving school safety.
- Responsible for interaction with students, school staff personnel, and the public.
- Any other duties as assigned by the superintendent, residential director, and/or board.

Teamwork and Collaboration

- The SRO shall be responsible for establishing and maintaining a cooperative relationship with other staff members.

Communication and Documentation

- The SRO must be accessible to students and parents for educational related purposes outside the in-school workday, under reasonable terms.
- The SRO shall be responsible for establishing and maintaining open lines of communication with students and their parents concerning health issues.
- The SRO shall be responsible for maintaining records as required by law, school policy, and administrative regulations.
- The SRO shall be responsible for interaction with students, school staff personnel, and the public.
- The SRO must demonstrate effective oral and written communication.
- The SRO will maintain an open line of communication with the Principal and other department heads.

Training and Professional Growth

- The SRO must be trained in Crisis Prevention Intervention (CPI).
- First Aid/CPR
- Blood Borne Pathogens
- School Policy
- COO plan (Continuity of operations) and Emergency Response Plan

Supervision/Safety/Student Management

- The SRO must take necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- The SRO assist in implementing policies and/or rules governing staff and student conduct and developing reasonable rules for behavior. Maintains order in a fair and just manner.
- The SRO will perform other tasks and assume responsibilities of a professional nature as assigned by the Principal of the school and his/her designee.

Note: The signatures below indicate that the employee and administrator have discussed the elements of this job description. Employee signature indicates an understanding of the job description and an understanding that his/her job performance will be evaluated based upon these criteria.

Employee

Date

Principal

Date