



Safety Resource Officer

Cathedral High School in Indianapolis, an independent Catholic college preparatory high school in the Holy Cross Tradition, is seeking a School Resource Officer. The chosen candidate will be hired to begin employment at Cathedral during the 2022-2023 school year. If interested, complete the employment application on Cathedral's Career page at [Cathedral's Career Page](#).

Applications are being reviewed now, and the position will remain posted until filled.

SUMMARY:

The School Resource Officer reports to the School Safety Specialist and supports and facilitates the Mission, Vision, and Values at Cathedral High School by providing a safe and secure environment through building and establishing meaningful relationships with students, staff, and parents, and proactively interacting with the school community to ensure the enforcement of laws, preservation of public order, protection of life and the prevention, detection, or investigation of crime. The School Resource officer will work effectively with students, parents, Cathedral staff and community agencies to support teaching and learning at Cathedral. The School Resource Officer will patrol school grounds to protect students, staff and visitors from physical harm and prevent loss to Cathedral property resulting from criminal activity.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Works closely with school administration to create a safe environment conducive to learning.
- Serves as a law enforcement resource.
- Develops positive relations with students, faculty, staff, parents, and community.
- Provides education information to students, faculty, staff, parents, and community.
- As requested by the Counseling Office and after consultation with the Counseling Team, meet with individual students to address unique situations and needs.
- Provide students with accurate answers regarding laws with might affect the students.
- As part of the Security Team, attends school events and functions to ensure safety and relationship building.
- Help provide traffic control during arrival and dismissal times.
- Keep the administration informed of criminal or any activity which might require special attention by the school.
- Be visible on the grounds to all students, parents, and visitors.

- Act as a liaison with other law enforcement as required.
- Attend required training and maintain knowledge of best practices by attending the Indiana Safe Schools Academy sponsored by the IDOE.
- Reviews annually the safety and security procedures for all educators and students.
- Model Cathedral's Holy Cross Values in every interaction with students, staff, parents, and visitors.
- Meets with the Facilities team to discuss grounds and building security issues
- Maintain confidentiality of school records as well as school policies.
- As requested, assist in facilitating the conflict resolution process.
- Perform other duties that may need to be assigned in regards to safety, security, or law enforcement as requested by the school administration.

SUPERVISORY RESPONSIBILITIES:

Directly supervises employees and coaches in the Athletic Department. Carries out supervisory responsibilities in accordance with the organization's policies and procedures and applicable laws. Responsibilities included interviewing, hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. In addition, this position directly manages relationships with outside vendors and committees.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Applicant must have completed Indiana Law Enforcement Academy. The School Resource Officer must have received at least 40 hours of certified SRO training through a national recognized SRO training program, such as National Association of School Resource Officers, or another program recognized by ILEA. The incumbent must be employed by a law enforcement agency.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Incumbent must be able to sit, stand, walk, and use hands and fingers as well as talk or hear routinely throughout the work day. Incumbent must also be able to climb, kneel, stoop, crouch or balance regularly as a part of this job. Incumbent may be required to lift or carry up to 25 pounds routinely as a part of this job. Incumbent may also have to travel from time to time as a requirement of performing his/her job functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Incumbent will work primarily in a work environment with a moderate noise level which includes noise from light to moderate traffic.

Character Qualities necessary to be successful in this position: These are examples:

- Diligent
- Organized
- Thorough
- Employee Focused
- Student Focused

APPROVAL	
_____ <i>Initiator Signature</i>	_____ <i>Date</i>
_____ <i>Supervisor Signature</i>	_____ <i>Date</i>
_____ <i>Human Resource Signature</i>	_____ <i>Date</i>