



INSTITUTION OVERVIEW

HISTORY: Founded in 1909 by the Sisters of St. Dominic from Newburgh, NY, the teachers and staff at Immaculata have long served students from many backgrounds and of various faiths from the Durham community and beyond. The Sisters believed that a Catholic education that demands academic excellence should be available to any family who sought such a foundation. More than a century later, Immaculata continues its legacy by educating students with the same focus and mission.

MISSION: The mission of the Immaculata Catholic School family is to build a community of learning under the patronage of Mary, the mother of Jesus. Relying on Gospel teachings and values, we view learning as a lifelong endeavor to grow spiritually, intellectually, socially, aesthetically, and physically. We commit to live as disciples of Jesus Christ and to be responsible citizens of the world.

ROOT BELIEFS: Immaculata operates on the following root beliefs:

- Every person is a beloved and unique child of God.
- Our diversity strengthens and unites us.
- God is present in all that we do.
- Like a family, ICS is a safe, loving and supportive place.
- Everyone can learn, and we are learning all the time.

CORE VALUES: IMMACULATA WAY OF LIFE (RISE)

Character development, faith formation, and academic excellence are inseparable at Immaculata Catholic School. All members of the Immaculata community are expected to embrace the following governing principles which promote our way of life:

- **Respect** God, self, and others. Recognize that every person has worth and act accordingly. Treat all people and all life with dignity.
- Be a person of **Integrity**. Always tell the truth and be responsible for your thoughts and actions.
- Live a life of **Service**. Ask, "What can I do for others?" Strive to use your gifts to make the world better for everyone.
- Produce **Exemplary** work. Show that you care for God, yourself, and others by consistently doing your best.

JOB DESCRIPTION

Position: School Resource Officer

As a school leadership team member, the School Resource Officer will be an active leader, primarily responsible for creating and maintaining safe, secure, and orderly learning environments for students, teachers, and staff. Develops and maintains positive and effective working relationships with school staff, students, administrative personnel, and parents. This position reports directly to the Chief of Staff and Principal.

Day-to-Day Job Functions: provide physical security for the school building and campus including but not limited to the following:

Safety/Security:

- Maintains a safe campus for students and faculty
 - Patrol the grounds every morning when arriving for unfamiliar cars, people, and objects on campus
- Facilitate and implement safety and security training for all faculty/staff
- Respond to campus threats and emergencies
- Keep the administration informed of all serious safety and security matters and follow up with an incident report
- Understand the importance of confidentiality for safety matters, custody orders, etc.
- Ensure custody orders are up to date
 - Update the custody order cheat sheet yearly to ensure accuracy
- Ensure the school emergency plan is updated every summer and during the school year as directed by the principal
- Ensure that all staff emergency folders have all the correct information including updated emergency plan, school map
 - Throughout the school year, run quarterly checks to ensure all the correct information is still present in each staff members emergency folder
 - Daily/Weekly check to make sure all staff have walkies on them and on
- Aware of all campus events (check the calendar daily, read the memo weekly)
- Monitor weather for severe weather conditions
- Maintain staff/faculty vehicle registrations
 - Monitor cars that are parked in the church and EK lot
 - Notify staff who need to move cars
 - Ensure EK gates are locked
- Conduct monthly and quarterly mandated drills
- Maintain inventory of safety and security equipment (including but not limited to radios, keys, whistles, cones, badges, secure equipment daily, etc.)

Front Office

- Manage and be present in the front office at all times unless on traffic duty or recess duty

- Serve as the front office substitute when the front office administrator is out as per instructions of Chief
- Check in all visitors, parents, and students via SchoolPass
 - Know how to look up Quick Pins
 - Require everyone on Campus a has visitor badge
- Know how to look up students and find where they are in the building
- Oversee and manage the maintenance and safety inspections for the school vans
- Ensure all staff/faculty has an updated ID badge/lanyard
- Walk students to and from different areas of the school as requested by the front office administrator

Security Cameras

- Experience with electronic surveillance equipment (CCTV)
- Ensure that all cameras are working properly each day
- iPad with cameras up viewing at all times when away from desk

Carline

- Set up cones in the morning and afternoon for a safe carline
- Provide traffic control duties on school property every morning and afternoon
- Clean up cones daily once the afternoon carline ends

Required Skills:

- Traffic Direction/control
- Demonstrated knowledge in security principles and procedures as related to schools
- Decision Making: Ability to assess situations and make sound judgements in emergency situations
- Conflict resolution: capability to de-escalate situations and address potential conflicts calmly and peacefully.
- Keen attention to detail and ability to identify potential security risks.
- Ability to work well independently and as part of a team
- Self-motivated with the ability to effectively prioritize and execute multiple tasks with minimal supervision, while maintaining focus on organizational goals
- Strong verbal and written communication skills
- Ability to maintain discretion at all times, with confidential employee-related or student information and situations

Minimum Requirements

- Area of related work experience: K-12 Educational Security or Law Enforcement
- Related Work Experience: Preferred 3 years
- CPR and First Aid certification

Preferred Qualifications:

- Bachelor's degree

Job Type: Full-time; 10-month, Hourly

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee discount
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Vision insurance

Schedule: Monday to Friday 6:30-3:30pm (with a mandatory 1hr unpaid scheduled break, additional hours as needed by direction of administration, first week of summer and last week of summer are required)

Work Location: In person