

# CENTRAL NINE CAREER CENTER

## Job Description

TITLE: Safety & Security Specialist  
STATUS: 185 Day Work Calendar  
Non Certified Position  
Hourly Position  
EVALUATED BY: Director  
APPROVED:



## QUALIFICATIONS:

1. Bachelor's Degree in Criminal Justice or related field
2. Graduate of the Indiana Law Enforcement Academy or meet state requirements
3. Three or more years of law enforcement experience
4. Ability to remain on reserve duty with local agency preferred
5. Valid driver's license
6. Proficient computer skills including word processing, spreadsheets, and databases
7. Completed or be willing to complete a Basic School Resource Officer class for the first year and an Advanced School Resource Officer class for the second
8. Ability to develop rapport and demonstrate professionalism with high school students, parents, staff and the community
9. Flexibility and ability to address needs as they arise
10. Highly professional and polished image
11. Strong written, verbal, and technical skills
12. Ability to pass a national background check.

## **NATURE AND SCOPE OF JOB:**

The School Resource Officer supports the educational processes by providing a safe and secure environment through the development of strong, positive relationships with stakeholders.

## **PERFORMANCE RESPONSIBILITIES:**

- Provide added security and safety on campus grounds
- Prevent or respond to unlawful or crisis situations
- Collaborate with leadership in developing Central Nine Police Department
- Foster a healthy, respectful, caring, and safe school/workplace through the development of positive relationships with stakeholders
- Coordinate traffic flow for student dismissal
- Strengthen relationships with sending school SROs and local police officers through regular contact
- Evaluate potential weakness and threats
- Work with administration in student discipline issues
- Consult with outside agencies and organization in matters of school safety
- All other duties assigned by the Director