

SCHOOL CITY OF WHITING VACANCY ANNOUNCEMENT 2023-2024 School Year

POSITION: Coordinator of Safety and Security/School Resource Officer

SALARY: Salary commensurate with qualifications and experience-190 days

QUALIFICATIONS:

- Current police officer or retired police officer eligible to be commissioned through the Sheriff's office
- Experienced in working with youth and local community organizations
- Experienced in giving presentations and comfortable with public speaking
- Have good work ethic and maintain regular attendance
- Knowledgeable in current juvenile law

JOB DUTIES:

- Arrival/Departure monitoring/patrol outside of buildings
- On-site Truancy/Attendance meetings with students/parents
- Home visits for residency checks and truancy
- Liaison with WPD, Whiting Fire Department
- Liaison with Lake County probation/courts/truancy program
- Review and Consultation on District Crisis plan
- Collaboration with building administrators on development of effective safety procedures
- Provide staff training on emergency management
- Creation of emergency drill schedule
- Participation and evaluation of emergency drills
- Building walks for security checks and maintain visible presence within schools
- Monitor camera surveillance and alarm systems
- Conduct yearly building safety assessments/audits
- Delivery of supplemental student programs as needed
- Schedule and coordinate Canine searches 2x/year
- New WPD officer tours and orientation
- Twice yearly plate checks
- Gang/Drug awareness education
- Meeting with probation students-check ins
- Respond to calls of criminal activity on school grounds performing initial investigations
- Assist building administrators in investigation of student discipline incidents involving illegal activity
- Security at district wide events as needed
- Member of SCW Crisis Team
- Attendance at Lake County Safe Schools Commission meetings
- All other duties as assigned by the Superintendent

POSTING PERIOD: May 24, 2023 -Until Filled

APPLICATIONS:

All applicants must apply online. Please visit our website at www.whiting.k12.in.us. Under job postings, you will be able to view current openings and instructions on how to apply online.

School City of Whiting is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, national origin, the presence of mental, physical, or sensory disability, sexual orientation, or any other basis prohibited by federal, state, or provincial law.