

# Washington Township Schools

8550 Woodfield Crossing Blvd.  
Indianapolis, IN 46240  
P: (317) 845.9400  
F: (317) 205-3385



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www.msdwt.k12.in.us



The Metropolitan School District of Washington Township (MSDWT) is located in the northern section of Indianapolis. It is a dynamic community with broad diversity in cultures, religions, ethnic groups, races, and socioeconomic levels. MSDWT has been an educational leader in Indiana for the last sixty years.

Our mission is to nurture our students into tomorrow's leaders by cultivating learning environments that ignite innovation, amplify diverse and critical thinking, and inspire growth and achievement.

## JOB DETAILS

<b>Job Title</b>	School Resource Officer
<b>Qualifications</b>	Candidates must be eligible to become a certified police officer in the state of Indiana. (See additional requirements below)
<b>Education</b>	High school diploma or equivalent. College degree preferred.
<b>Location</b>	TBD
<b>Work Schedule</b>	Day shift (hours vary)
<b>Calendar Length</b>	School year (205 working days)
<b>FLSA Classification</b>	Hourly
<b>Salary/Hourly Rate</b>	\$25.26 (\$41,426 annually)
<b>Benefits</b>	Paid leave days, paid holidays, retirement contributions (PERF, 401a, VEBA), life insurance and health, dental and vision insurance offerings.

## JOB EXPECTATIONS & REQUIREMENTS

### Position Purpose / Description

Under the supervision of the Coordinator of Safety and Security Services, the School Resource Officer is responsible for performing the following duties:

- Working closely with school administrators in an effort to provide and maintain schools as a safe environment conducive to learning.
- Serving as a law enforcement resource to school administration.
- Delivering lectures and providing information on law, police duties, and other related topics which support school curriculum.
- Acting as a liaison resource to a principal and/or school administrator in investigating criminal law matters occurring in the school or on school property.

- Counseling students in special situations, such as students suspected of engaging in criminal conduct, when requested by the principal or administrator.
- Answering questions from students, teacher or administrators regarding criminal or juvenile law.
- Providing security for special school events or functions.
- Providing traffic control during the arrival and departure of students.
- Attending meetings of parents and faculty groups to solicit their support and understanding of the School Resource Officer program and to promote awareness of the law enforcement function.
- Conferring with principals and administrators to develop plans and strategies to prevent and/or minimize dangerous situations on or near campus, or involving students at school-related activities.
- Acting as a visible law enforcement figure on and around each school's campus.
- Assisting other law enforcement officers with outside investigations concerning students attending the school(s) to which the School Resource Office is assigned.
- Serving as an information resource to school staff regarding gangs, truants, rival school competition, etc.
- Acting as a liaison between the school and local law enforcement.
- Assisting in facilitating conflict resolution sessions.
- Maintaining neat, accurate, current and complete reports, records, and time records as required by the school administration.
- Communicating clearly and concisely, treating with respect, dignity, and the utmost professionalism at all times, individuals inside or outside the school system including children, students and adults from diverse social and economic backgrounds as well as teachers, administrators and staff.
- Maintaining the confidentiality of school records as required by federal and state law as well as the policies and procedures of the school district.
- Attending required trainings; maintaining currency with school safety strategies, knowledge and best practices.
- Other duties as assigned by the Coordinator of Safety and Security Services or school administrators.

### Qualifications

All candidates must either be a graduate of the Indiana Law Enforcement Academy in Plainfield, the Indianapolis Metropolitan Police Department Academy, Northwest Indiana Law Enforcement Academy, Southwest Indiana Law Enforcement Academy, Indiana University Police Academy, Indiana State Police Academy or the Fort Wayne City Police Academy, or eligible for a waiver of basic training. In all cases, candidates must be eligible to become a certified police officer in the state of Indiana.

All candidates must:

- Be at least twenty-one years of age and be a high school graduate or possess equivalency (college degree preferred).

- Not have been convicted of, or pleaded guilty to, any felony charge or to any violation of any federal or state laws or city ordinances relating to use of force, violence, theft, dishonesty, gambling, liquor or controlled substances.
- Not have been released or discharged under any other than honorable discharge from any of the armed forces of the United States.
- Have fingerprints on file with the Indiana State Police.
- Have good moral character as determined through investigation conducted by the school system.
- Have passed a physical examination (at the candidate's own expense) by a licensed physician.
- Possess a valid Indiana Operator's license as issued by the Bureau of Motor Vehicles for the State of Indiana.
- Ability to obtain an Indiana School Safety Specialist certification within twelve months of employment.

### Education

- High school diploma or equivalent. College degree preferred.

PHYSICAL REQUIREMENT	<b>PERCENT OF TIME</b> Seldom = Less than 25% Occasional = 26 to 50% Often = 51 to 75% Very Frequent = 76% and above
Ability to stand for extended periods of time	Often
Ability to carry 25 pounds	Seldom
Amount to lift 25 pounds	Seldom
Amount of force to push/pull up to 25pounds	Seldom
Ability to work at a desk, conference table or in meetings of various configurations	Seldom
Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter	Very Frequent
Ability to hear and understand speech at normal levels	Very Frequent
Ability to communicate so others will be able to clearly understand a normal conversation	Very Frequent
Ability to operate office equipment	Occasional
Ability to reach in all directions	Very Frequent
Climbing	Very Frequent
Overhead work	Occasional

The Metropolitan School District of Washington Township is an equal opportunity/equal access employer fully committed to achieving a diverse workforce and complies with all applicable Federal and Indiana State laws, regulations, and executive orders in its programs and activities. Washington Township does not discriminate on the basis of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran's status.