



Standing Rock Sioux Tribe
Human Resource Department
Wówašečhuŋ Awáŋwičhayaŋka Óítháčan
personnel@standingrock.org
(1) SEASONAL School Resource Officer
(January-May & August-December)
Game & Fish Department

Bld 1 N. Standing Rock Ave
PO Box D
Fort Yates, ND 58538
Phone (701) 854-3826
Fax (701) 854-8533
www.standingrock.org

SALARY RANGE: (\$18.90-\$23.63) + No Annual or Sick Leave (HOURLY-Eligible)

OPENING DATE: January 07, 2020

CLOSING DATE: January 21, 2020

SCOPE OF POSITION: The School Resource Officer will facilitate a safe and secure environment that supports the educational processes within the schools through the enforcement of tribal laws, preservation of public order, protection of life and the prevention, detection and investigation of illegal and criminal activity.

SUPERVISION: The School Resource Officer will perform duties under the supervision of the Director, Fish and Wildlife Department, who will provide guidance, direction and conduct performance evaluations.

DUTIES AND RESPONSIBILITIES:

1. Provide protection of students, faculty, school and public property in accordance with the enforcement of Tribal laws and ordinances on school campuses.
2. Foster a positive rapport with the students, staff and community through informal and non-enforcement contact and communication.
3. Serve as confidant advisor when informed of situations, issues and concerns that students may encounter.
4. Establish and maintain collaborative relationships with school administration and staff in effort to effectively coordinate safety and security measures.
5. Develop and implement strategies to prevent and/or minimize unsafe situations during school functions, events and activities on or near the school campus.
6. Conduct school security assessments and issue a report of findings to school administration to safeguard a positive and secure learning environment.
7. Assist school officials with the enforcement of school policy regarding student conduct and behavior.
8. Assist law enforcement officers with outside investigations involving students attending Standing Rock schools upon request.
9. Serve as the liaison between school administration, faculty, parents, and students regarding safety and crime concerns.
10. Develop, implement and conduct educational crime prevention programs and presentations in the classroom and community in effort to promote school safety and security.
11. Maintain documentation and data regarding contacts, major behavior and safety incidents, criminal activity and other student/school safety concerns.
12. Prepare and submit monthly written reports on a monthly basis.
13. Responsible to perform other related duties to facilitate delivery of services as required, or as assigned

Níktič'ichiyapi ki Wówašečhuŋpi Uŋ patítaŋpi
"Promoting Self-Sufficiency through Employment"

QUALIFICATIONS:

1. Associates Degree in Criminal Justice with one (1) year of enforcement or security experience. In lieu of minimum education requirement will consider a high school diploma or GED with current police academy training Certificate.
2. Effective knowledge of computer operations and record management skills.
3. Solid analytical, problem-solving and organizational skills.
4. Strong work ethic to effectively prioritize and execute tasks in a timely manner.
5. Excellent verbal and written communication skills necessary to interact and communicate in a positive manner with special attention to detail.
6. Solid customer service and public relations skills.
7. Valid driver's license and meet insurability requirements.
8. Meet Law Enforcement background and character investigation suitability requirements.

JOB REQUIREMENTS:

1. Successfully obtain and maintain police training certification from a law enforcement academy.
2. Collaborate, network and establish working relationship with school security personnel and other law enforcement personnel.
3. Maintain a consistent presence during school functions, activities and events.
4. Ability to operate under pressure and stress work in an at-risk environment.
5. Ability to understand and carry out both verbal and written instructions and request clarification when needed for purposes of interviewing and gathering information.
6. Demonstrate professionalism, maintain tact, courtesy, composure and flexibility when dealing with a variety of situations, personalities and general public.
7. Ability to perform in various conditions and elements.
8. Ability to travel to homes and area schools as needed.
9. Sign a confidentiality statement with the understanding of the penalties for any violations and adhere to the Privacy Act and other educational record laws as they pertain to student information
10. Document accurate daily, weekly, & monthly reports; accurately compile and access data, summarize information and provide written reports as required.

NOTICE:

SELECTED CANDIDATE(S) FOR STANDING ROCK SIOUX TRIBE POSITIONS IS SUBJECT TO ALCOHOL & DRUG TESTING. FAILURE TO ADHERE TO AND SUCCESSFULLY PASS THE ALCOHOL & DRUG TESTING WILL BE CAUSE FOR REVOCATION OF JOB OFFER.

No Tribal housing is available. Position is located at the Game, Fish & Wildlife Department, Fort Yates, ND 58538

APPLICATIONS:

Submit a Tribal application to the Human Resource Office, Standing Rock Sioux Tribe, P.O. Box D, Fort Yates, ND 58538.

ALL APPLICATIONS RECEIVED AFTER 4:30 PM ON THE CLOSING DATE WILL NOT BE CONSIDERED.