



Cicero School District #99

Job Title: *Security Resource Officer*
Reports To: *Director of Security*

Position Summary

To assist students and teachers by maintaining a safe, secure environment so that students may receive the greatest benefit from their educational opportunities.

Qualifications & Requirements

- Cicero Police Officer
- Letter of good standing from Cicero Police Department
- Demonstrated interest in understanding and working with students
- Ability to develop rapport with students and faculty
- Demonstrates dedication, integrity, professionalism and maintains a strong work ethic

Duties & Responsibilities

- Assist in supervising the interior of the building including halls, instructional areas and stairways
- Assist in supervising the exterior of building including conducting perimeter checks
- Assist in supervising during arrival and dismissal
- Assist in supervising cafeteria during lunch hours
- Assist in enforcing the student behavior code
- Assist with visitor management, redirecting visitors throughout the building
- Monitors parking areas and other outside school areas
- Assist with unscheduled inspections of lockers, restrooms and other areas of district, as requested by security administration
- Maintains communication with all district departments
- Performs such other tasks related to job as assigned by school and security department administration
- Accompanies Truancy Officer or administrator during home visits, as needed

Terms of Employment

Start Date: August
Hours: 7:30 am-3:30 pm
Compensation: \$32.10/hour

EVALUATION: Performance of this job will be evaluated in accordance with the provision of the Board's policy on evaluations

Additional Notes: Non-union, employee shall not work more than 599 hours in the twelve-month period following the date of hire

All applicants (internal and external) need to complete an online application located on the Cicero School District #99 web site at www.cicd99.edu.