CENTER GROVE COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION

Position Title	**School Resource Officer (SRO)**
Building/Department	**Emergency Operations Center, Assigned Buildings**
Supervised & Evaluated By	**Chief of Police or Designee**

Position Details:
Days Per Year: **220**
Hours Per Day: **8**

Employment Status:
- ☑ Full-Time Employment
- ☐ Part-Time Employment
- ☐ Temporary Employment
- ☐ Seasonal Employee

Benefit Level:
- ☐ **A Certified Administrators**
- ☐ **B Directors and Coordinators**
- ☑ **C Support Staff**
- ☐ **D "Other" (No Benefits)**
- ☐ **Bargaining Unit**
  Master Teacher Contract

FLSA Overtime Status:
- ☑ Exempt
- ☐ Non-Exempt

Job Description Updated:
4/2026

Minimum Qualifications and Credentials Required:

- **Graduate from Indiana Law Enforcement Academy or an equivalent state-approved law enforcement training academy, preferred but not required**
- Possess a valid Indiana driver's license (or obtain one within 60-days of becoming an Indiana resident); and have no more than eight active points
- Possess a high school diploma (Bachelor of Science/Arts degree preferred)
- Experience in school law enforcement preferred but not required
- Advanced Certifications (Instructor, Drug Identification, etc.) a plus
- Must have completed or willing to complete a Basic School Resource Officer class the first year; and an Advance and Supervisor School Resource Officer class as appropriate (these classes must be accredited by the National Association of School Resource Officers.)
- Able to work with students of all ages and abilities
- Has strong interpersonal skills
- Has exemplary verbal and written communication skills
- Can work collaboratively as a member of an administrative team
- Self-directed and highly motivated
- **Must pass a written and extensive physical test**

Essential Functions:

- Serve as first responders in the event of critical incidents at schools, such as accidents, fires, explosions, and other life-threatening events
- Provide and secure the safety of all students and staff in the Center Grove Community School Corporation on a daily basis
- Provide law enforcement, protective, and ancillary services to Center Grove Community School Corporation
- Serve as a visible and active law enforcement office on campus dealing with law-related areas such as drugs, traffic, trespassing, fighting and theft
- Conduct routine patrols of assigned facilities to include buildings, parking lots and district owned, leased or rented property. Operate district equipment to include alarms systems, surveillance equipment, and patrol units when necessary
- Take law enforcement action to protect against unwanted intruders. Identify and prevent (through counseling and referral) delinquent behavior, including substance abuse. Make arrest when necessary to protect students, staff and school
- Work collaboratively with public safety agencies to serve as a liaison between school and community to deter criminal and delinquent behavior
- Monitor and instruct students, visitors and district personnel on proper and lawful campus or facility behavior
- Respond to calls on crimes against person or property in progress, report crimes that have already occurred, and intrusion/fire alarms; perform preliminary investigation at the scene (e.g. gather and preserve evidence , take statements)
- Prepare written reports, maintain daily logs, and obtain and serve arrest and search warrants as necessary; testify in court as required
- Subdue offenders and criminals by using the minimum amount of force needed to protect the officer and other persons
- Establish rapport with and work effectively and diverse groups of people including corporation staff, students, parents and outside public safety personnel as well as the general school community and public
- Possess the ability to function within a team environment
- Establish and maintain a close partnership with all building administrators in order to provide for a safe school environment
- Assist all building administrators in emergency crisis planning and building security matters
- Enforce state and local laws and ordinances
- Make appropriate referrals to juvenile authorities or other governmental agencies as needed and as required by law
- Work to prevent juvenile delinquency through close contact and positive relationships with students
- Develop crime prevention programs and conduct security inspections to deter criminal or delinquent activities
- Monitor crime statistics and work with local patrol officers and students together to design crime prevention strategies
- Provide training for school personnel in handling crisis situations as requested by building administrators
- Attend and participate in school events and functions

- Build positive working relationships with all staff as well as with student and parent groups
- Work collaboratively with building administrations, guidance counselors and social workers to assist students and to provide services involved in situations where referrals to service agencies are necessary
- Be able to teach curriculum related to law enforcement in a classroom setting to all age groups
- Perform other duties and complete tasks as assigned by the Chief of Police

Physical Requirements:

- Ability to walk, run, climb, crawl or sit for extended periods of time
- Work in inclement weather while performing duties including directing traffic
- Mandatory overtime work including evenings, weekends, and athletic events as assigned to provide maximum security coverage (compensatory time provided)
- May spend extended periods of time patrolling and investigating crimes on school property, both in vehicles and on foot
- May be required to physically restrain parties involved in a conflict
- In extreme cases may be exposed to violent and/or armed confrontations
- Physical fitness tests are required, yearly

Benefits:

- This position is eligible for medical, dental, and vision benefits along with life insurance and long-term disability
- Public Employees Retirement Pension
- Corporation owned vehicle (provided that you reside in Johnson County)

Compensation Model:

- The starting salary for this position is based on previous years of experience.

0-2 Years of Experience	3-5 Years of Experience	6+ Years of Experience
$60,311	$63,690	$67,255