

# LAGUNA DEPARTMENT OF EDUCATION

## POSITION OPENING INTERNAL & EXTERNAL NOTICE

POSITION: **SCHOOL RESOURCE OFFICER (FULL TIME)**

POSTED: 01/12/2024

LAST DATE TO APPLY: 02/12/2024 OR UNTIL FILLED

LOCATION: District Wide

WHO TO CONTACT: LDoE Human Resources Office  
505-552-6008 ext. 1002  
Email: [humanresources@lagunaed.net](mailto:humanresources@lagunaed.net)

QUALIFICATIONS: To ensure safety, security, and the protection of all LDoE students, staff, and the community. Maintains law and order and enforces laws and ordinances. Certified law enforcement officer. Job description available upon request, contact HR Office.

LENGTH OF CONTRACT: 240 DAYS

SALARY: \$53,664, with signing bonus.

Please submit a letter of interest, a current resume, application and 3 letters of Recommendation to HR Dept.

Application online: [www.lagunaed.net](http://www.lagunaed.net)



For information on applying for any position contact:

Human Resources  
(505) 552-6008, x1002  
Fax (505) 552-6398

Email: [humanresources@lagunaed.net](mailto:humanresources@lagunaed.net)

Conditions of Employment: Able to comply with the immigration Reform and Control Act of 1986; obtain a successful Criminal History Background Check as per PL 101-647 and 45 CFR 1301; must provide certification for law enforcement; and LDOE Superintendent approval.

Laguna Department of Education is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status, disability, handicap, or military status in compliance with federal and state laws. Laguna Native American Preference.

## Pueblo of Laguna -- Department of Education

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### Job Description

**Job Title:** Laguna DOE School Resource Officer  
**Department:** Laguna Elementary School / Laguna Middle School/Division of Early Childhood  
**Reports To:** Principal/Superintendent  
**FLSA Status:** Exempt – School Year

### SUMMARY

Although under the general supervision of the Principal and Superintendant, this position is independent and the incumbent must exercise discretion and independent skills as a licensed professional School Resource Officer. This is professional position. The incumbent is to ensure safety, security, and the protection of all Laguna Department of Education students, staff, and the community. Maintains law and order and enforces laws and ordinances. Solves problems and issues by fostering open and continuous communication and cooperation between the community and law enforcement. Maintains confidentiality of all privileged information. Performs any other job-related duties requested by any person authorized to give instructions or assignments.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Protects the property and lives of community members by patrolling assigned areas and addressing any suspicious persons and/or establishments.
- Perform physical and or verbal crowd control for two or more persons to prevent injury to self and all others.
- Maintains positive relations with students, staff, and community members and agencies by educating and informing on crime prevention and related issues.
- Transports students to and from community sites when needed.
- Maintains appropriate documentation on incidences as required by policies and procedures.
- Generates reports as needed.
- Works to prevent juvenile delinquency through close contact and positive relationships with students and families.
- Establish and maintain a close partnership with school administrators in order to provide for a safe school environment.
- Assist school administration in their efforts to enforce Board of Education policies and procedures.
- Assist administrators by being present during all school searches, which may additionally involve weapons, controlled and dangerous substances, and also may include situations where students or individuals' emotional states could become unstable.
- Be visible within the school community. Attend and participate in all school functions and events.
- Work with counselors and other support staff to assist students and provide support to students involved in referrals to service agencies and service situations.
- Initiate interaction with students in the classroom and general areas of the school building.

- Promote the profession of School Resource Officer and be a positive role model in the community of Laguna.
- Increase the visibility and accessibility of Laguna DOE School Resource Officer by being very present in the school community and community in its entirety.

**KNOWLEDGE, ABILITIES, SKILLS AND CERTIFICATIONS:**

- Knowledge of traditional form of government and pueblo customs and traditions.
- Knowledge of the functions and structure of the Pueblo of Laguna.
- Knowledge of applicable federal, state, county, and local laws, regulations, and requirements.
- Knowledge of law enforcement and public relations activities.
- Knowledge of investigation techniques to gather, preserve, and use for criminal convictions.
- Knowledge of schools, classrooms, campus maps, and Pueblo geography.
- Knowledge of weapons, awareness of legal and illegal substances, and rapport for dealing with difficult children.
- Knowledge of English, proper spelling, grammar, punctuation, and basic ability to communicate.
- Ability to give and receive orders, and follow instructions.
- Certified law enforcement officer, or ability to become certified within 30 days of employment.
- Certified in CPR and First Aid.

**SUPERVISORY RESPONSIBILITIES**

May supervise student helpers or support staff in overseeing duty responsibilities and capabilities.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Certified law enforcement officer.

Valid and current State of New Mexico Driver’s license.

**COMPUTER EQUIPMENT and SOFTWARE REQUIREMENTS**

Basic word processing skills (i.e. Microsoft Office Systems) a plus.

Experience in use of multi-media equipment, such as overhead projectors, audio/video equipment.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel, such as keyboarding and writing. The employee is required to reach with hands and arms, talk and hear. The incumbent is occasionally required to stoop, kneel, crouch, or bend.

Vision abilities required by this job include close and distance vision, and ability to adjust focus and to scan.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will work in a school environment and in close quarters with staff and students. May occasionally travel to other sites that are not wheelchair accessible. The noise level in the work environment is moderate.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

*This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.*