

Job Announcement

School Safety Officer

Job Title: School Safety Officer (Non-Sworn Officer)

Organization: Lac Courte Oreilles Police Department

Closing date: Open Until Filled

Employment Type: Full-Time, School Year Hours / 52-Week Pay

Job Location: Lac Courte Oreilles K-12 School

Summary

The primary objective of the School Safety Officer (SSO) is to foster a safe and supportive school environment by combining safety practices with student mentorship. The SSO will bridge the gap between students, families, schools, and law enforcement. The SSO is responsible for addressing truancy concerns through early intervention, family engagement, and when necessary, the issuance of truancy citations. The SSO will provide safety and security before and after school as well as during school functions. The SSO will also have the ability to issue other citations in support of tribal codes.

Duties

Safety & Security

- Maintain a visible and approachable presence on school grounds to deter unsafe behavior and promote a positive school climate.
- Collaborate with administrators, staff, facilities director, IT, and law enforcement to implement safety policies, emergency drills, and crisis response plans.
- Monitor and respond to safety issues such as fights, weapons, drugs, bullying, and other threats.
- Assist in investigating incidents on school property in partnership with school officials and when necessary, law enforcement.
- Support enforcement of school rules with an emphasis on prevention, education, and restorative practices.

Truancy & Attendance Enforcement

- Work collaboratively with the LCO School K-12 Truancy Prevention Coordinator to engage with families and community partners to reduce barriers to regular attendance.
- Work collaboratively with the LCO School K-12 Truancy Prevention Coordinator to monitor student attendance, provide early intervention, and identify cases of truancy or chronic absenteeism.
- Work collaboratively with the LCO School K-12 Truancy Prevention Coordinator to conduct student and family outreach (including home visits).
- Provide transportation of students to Tribal Court as needed.
- Issue truancy citations in accordance with tribal code.
- Prepare reports and documentation to support truancy referrals.

Student Support & Mentorship

- Build positive, trust-based relationships with students to encourage engagement and accountability.
- Provide mentorship, guidance, and resources for students facing challenges.
- Educate students on conflict resolution, bullying prevention, substance use awareness, and decision-making skills.

- Facilitate/Coordinate classroom presentations or workshops promoting respect, responsibility, and safe choices.

Community Engagement

- Participate in family nights, school events, and community outreach initiatives.
- Promote culturally responsive and trauma-informed approaches in all student interactions.

Qualifications

- High school diploma or equivalent required; associate or bachelor's degree required.
- Prior experience in law enforcement, military, school safety, youth services, and attendance enforcement required.
- Knowledge of tribal and state truancy laws, citation procedures, and truancy court process is strongly preferred.
- Prior experience in de-escalation, crisis intervention, or restorative practices preferred.
- Strong communication and relationship building skills with students, staff, families, and community.
- Ability to balance enforcement duties with mentorship and supportive interventions.
- Must pass a background check and meet all state/local/tribal requirements for working in schools.
- Must be able to pass a pre-employment drug screen.
- Must have a valid driver's license and insurance.
- Must be familiar with the LCO community.
- Tribal member preference.

Work Schedule & Compensation

- **Schedule:** School year schedule aligned with student instructional days and contracted school hours.
- **Pay:** Hourly rate based on a 40-hour workweek commensurate with education/experience.
- **Annualized Compensation:** Paid on a 52-week basis to provide consistent income throughout the year, even during school breaks.
- **Benefits:** Eligible for full benefits.