

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: January 27, 2026



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**Recognition:** ☐ Students ☐ Staff ☐ Parents  
**Information:** ☐ Building Report ☐ Old Business ☐ Superintendent's Report  
**Action:** ☐ Resignation ☐ Hiring ☐ Contract Service Agreements  
☐ Travel Out-of-State ☐ Travel In State ☒ Approvals  
☐ Termination ☐ Legal Matters ☐ Other:  
This action request pertains to ☒ Elementary (only) ☐ High School/District Wide

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**Date:** 01/27/26

**To:** Rebecca Rappold  
Superintendent of Schools

**From:** Beverly Sinclair  
**Title:** Director of Human Resources

**Subject: Approval: Job Description, BMS School Resource Officer 2025-2026**

**Description:** John Salois recommending the addition of the position School Resource Officer to replace the current position, Dean of Students. SRO will be a Professional Technical Position with a salary range (DOE) of \$66,000 -- \$80,000.

**Financial Impact:** \$66,000-\$80,000 DOE

**Funding Sources:** Salaries, benefits, and payroll costs to be charged against budgets for respective building/department/program/grant as applicable.

**Attachment(s):** Hiring Selection Report

**Superintendent Action:** ☐ Approved ☐ Denied ☐ Deferred Initial & date: \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:** ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled: \_\_\_\_\_

**Browning Public Schools**  
**JOB DESCRIPTION**  
**Effective: TBD**

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**School Resource Officer**

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**Summary of Functions**

Maintain a safe and secure environment for students and staff within our school district.

The School Resource Officer's responsibilities will include patrolling school grounds, addressing and dissuading inappropriate activities, and developing behavior prevention strategies.

The ideal candidate should demonstrate excellent communication and mediation skills, the ability to work with children and adolescents, and have a firm but fair approach to dealing with disciplinary issues.

**Essential Duties and Responsibilities**

**A. General Responsibilities:**

1. Patrol and monitor school grounds and activities to ensure the safety and security of students and staff.
2. Address violations of school policies and laws, applying disciplinary actions or making referrals to the building administrator(s) when necessary.
3. Develop and implement behavior prevention strategies to maintain a peaceful school environment.
4. Establish and maintain a positive relationship with students, parents, and school staff.
5. Conduct classroom presentations on various behavior topics and contribute to student's education.
6. Respond to calls for service, take incident reports, and perform initial investigations to include review and archive video footage.
7. Assist in developing emergency response plans and participate in emergency drills.
8. Collaborate with school administrators and counseling staff to address and prevent student behavioral issues and conflict resolution.

**Organizational Relationships**

Supervised by and reports to building administrator(s).

## **Qualifications**

**Education/Experience** – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

1. Minimum of an AA Degree or equivalent experience;
2. Valid driver's license.
3. Experience working in a school environment or with children.
4. Excellent organization, communication and mediation skills.
5. Proficient with desktop computers, preferably Microsoft operating system
6. Knowledge of school laws, State and Blackfeet Tribal legal codes, court procedures, and government regulations.
7. Ability to act and make decisions quickly in emergency situations.
8. Proven ability to work cooperatively with school administrators, parents, and students.
9. Good work habits.

**Desirable Qualifications** – a BA or BS degree in Education, Criminal Justice or related field is preferred; experience in a school setting; experience in working in Native American communities.

**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 information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.