

Descriptor Term:

GFBJ

**JOB DESCRIPTION:
SCHOOL RESOURCE OFFICER**

ISSUE DATE: 08-12-13

SUMMARY:

The primary purpose of the School Resource Officer (SRO) is to work closely with school district staff, students and parents, members of the community, and external agencies to create and maintain a safe and orderly environment that supports the mission of the school district.

ESSENTIAL FUNCTIONS:

- Provides law enforcement and police services to the school district at the school buildings, district facilities, and areas adjacent to the school facilities.
- Investigates allegations of criminal incidents per police department policy and procedures. Enforce all state and local laws and ordinances. Make appropriate referrals to juvenile authorities or other governmental agencies.
- Establish and maintain close, appropriate, relationships with students for the sole purpose of preventing juvenile delinquency behavior and encouraging students to remain in school. Promote the profession of police officer and serve as a positive role model to students.
- Collaborates with external agencies for the purpose of communicating and/or receiving information regarding activity that may negatively affect safety within the school environment.
- Creates and maintains a close working relationship with school administrators to ensure a safe school environment. Assist school officials with their efforts to enforce Board of Education policies and procedures.
- Develops crime prevention programs and conduct security inspections to deter criminal or delinquent activities. Monitors crime statistics and collaborate with local patrol officers and school administrators to design crime prevention strategies.
- Patrols school facilities (campuses, roads, external buildings and adjacent areas) for the purpose of providing administrative visibility, maintaining security, and deterring crime.
- Establish and maintain a high level of visibility within the school district community, student and parent groups by attending and participating in school functions.
- Ensures school administrator safety by being present during school searches, which may involve weapons, controlled substances or a person that their emotional state might pose a threat to the school administrators, school personnel, or students.
- Assists school administrators in emergency crisis planning and building security matters. Provide training courses for school personnel pertaining to handling crisis situations that might arise on campus.
- Works closely with guidance counselors and other support personnel to assist students and provide services to students involved in situations where referrals to service agencies are necessary. Assist with conflict resolution efforts.

The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or a logical assignment of the position.

REPORTING STRUCTURE:

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This position reports to the Attendance Center Assistant Superintendent, in which they are assigned, and the Superintendent.

QUALIFICATION REQUIREMENTS:

The requirements listed below are representative of the knowledge, skills and ability required to successfully perform the essential functions of this position.

Education and/or Experience:

- High School Diploma or the equivalent.
- Minimum age of twenty-three.
- Minimum of three (3) years law enforcement work experience prior to assignment.
- Graduate of the Basic Law Enforcement Officer Training Program.
- Graduate of the MDE School Resource Officer Training Program within two (2) years of appointment in accordance to Section 37-7-321 of the Mississippi Code.
- Strong interpersonal skills as well as written and oral communication skills are essential for this position.
- Confidentiality, maturity, and professionalism at all times are essential for this position.

Continuing Education/Requirements:

This position is required to have 40 hours (annually) of MDE sanctioned in-service training.

Special Qualifications:

General computer skills are required to perform the essential functions of this position. Thorough knowledge of approved principles, practices and procedures of police work; Jackson County Board of Education policies and procedures; applicable Federal and State laws and City Ordinances is essential. In-depth knowledge of the geography of the attendance center area to which assigned; ability to prepare clear and concise reports of activities for the school district is required. A valid Mississippi driver's license is required.

Language and Reasoning Skills:

Ability to understand written or oral instructions; read, analyze and interpret complex documents, instruction manuals, policies and procedures is essential. Excellent communication skills are required to effectively present information in a one-on-one and small group setting. Strong interpersonal skills are essential to maintain effective working relationships with others. The ability to work effectively and efficiently, under stressful conditions, to ensure deadlines are met is essential. Must have demonstrated, through prior work experience, the ability to identify and resolve, in a courteous and professional manner, complex issues and problems while adhering to an appropriate policy and procedure.

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.

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This position is required to sit and stand for moderate periods of time and the ability to see and hear. Frequently, this position is required to walk, stoop, climb, lift, and crawl when performing security inspections and investigations.

WORKING ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This position typically works in a well-lit, climate controlled, and adequately ventilated office environment and requires observance of safe work practices, fire regulations, and avoidance of falls, trips, and similar office work hazards. However, while performing security inspections and investigations the work is performed in some extreme temperature conditions. The stress level for this position is high and the noise level for this position is low to moderate normally, but during school events the noise level is high.

TERMS OF EMPLOYMENT:

This position is a non-exempt position that will be paid in twelve (12) monthly payments with the hourly rate being based on working 1,856 hours annually. Currently, the hourly rate is set at \$14.15 per hour.

Employees in this position will be allowed to accumulate compensatory time above the 60 hour limit as set forth in Policy GDRHC.