



School Resource Officer

FLSA Status:

Non-Exempt

Qualifications:

Training and experience in public safety, security, and/or law enforcement

Certification and Licenses:

Commissioned police officer and/or POST certified Peace Officer

Clearances:

Criminal Justice
Fingerprint/Background
Clearance

Pro/Tech Salary Schedule:

Range C

Experience:

Emergency response and supervision
Knowledge of security procedures

Reports to

Executive Director of Operations

Terms of Employment

177 days, 8 hours per day, with benefits according to Board policy

Purpose Statement

The job of School Resource Officer shall be responsible for maintaining a safe and civil school environment preventing crime, investigating student violations of school board policies and law, detaining students violating the law or school board policies on school property or at school-sponsored events and the primary responsibility of maintaining the safety, security and welfare of all students, staff and visitors. The employee will assist the administrative staff with enforcing policies and procedures for safe and orderly schools.

Essential Job Functions

- Patrols and monitors school buildings, grounds and parking lots to deter, detect, report and stop violations of the law and/or school board policies.
- Detects, investigates, reports, and effectively addresses unauthorized or suspicious persons, vehicles and activities.
- Assists administrators and staff in crisis and emergency situations.
- Supervises and directs pupil and visitor movement.
- Notifies the administrative staff, police, fire department, or other appropriate authorities of security or emergency situations.
- Investigates student violations of school board policies and prepares reports of the results.
- Works with school administrators and law enforcement officials in handling serious student offenses and law violations.
- Testifies in court and/or at School Disciplinary Review hearings, as required.
- Assists with implementing emergency response protocols to include evacuation, severe weather, hold-in-place, secured perimeter, lockdown, reunification and other emergency response procedures (drills, exercises and actual events).
- Supervises students in assigned locations when necessary.
- Monitor, and manages video surveillance and access control systems for the purpose of contributing to a safe environment.
- Provides leadership and guidance to emergency management teams in each building.

- Supports teachers and administrators in maintaining positive school culture to include managing student behavior that compromises the safety and security of the school environment.
- Maintains security records, logs and reports.
- Attends and successfully completes all staff development training as required by state law or directed by the Executive Director of Operations.
- Abides by all board policies, employee handbooks, supervisor directives and post orders.
- Reads and responds to email communications.
- Maintains compliance with all laws and district policies related to carrying a firearm and/or other law enforcement tactical equipment or weapons.
- Conducts systematic safety and security audits and facility checks for the purpose of identifying opportunities for improving the safety and welfare of the school community.
- Assists in the development and implementation of all school security action plans (before school, during school, after school, events).
- Provides emergency care when necessary to include CPR, basic first aid, de-escalation strategies, and crisis care.
- Escorts students, assigned staff and/or visitors for the purpose of ensuring student, staff and overall site security.
- Oversees and manages the visitor management system to ensure proper protocols are followed and system is working properly.
- Monitors student behavior during and between assigned class periods and at student events for the purpose of ensuring student compliance with established guidelines, regulatory requirements, maintaining a safe and positive learning environment, and a safe and orderly school setting.
- Participates and responds as a crisis team member to implement appropriate protocols and responds to incidents that could potentially compromise the safety and well-being of the school community.
- Consistent and regular attendance is an essential function of this position.
- Required to use Time Clocking system for clocking in and out each day scheduled to work. Clocking must reflect true time worked.
- Ability to work to implement the vision, mission, and values of the district

Other Job Functions

- Performs other duties assigned by building or district administration
- Works evenings or weekends as needed and may have hours adjusted to cover events
- Submits reports as requested, and attends meetings/trainings as directed
- Demonstrates professionalism and appropriate judgement in behavior, speech, dress, and problem-solving
- Adheres to good safety practices, all district and board policies and procedures, and laws of the State of Missouri

Physical Demands

Regularly walking, hearing and speaking, some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Being able to communicate in noisy environments, have close moderate and distance vision ability, must have the ability to lift 70 lbs. to shoulder height occasionally. Generally the job requires 10% sitting, 50% walking, and 40% standing. This job is performed in a generally clean and healthy environment.

Conditions and Environment

Employee will be required to regularly work inside and outside, which may involve inclement weather including rain, snow and temperatures below freezing or in excess of 100 degrees. The noise level could be occasionally loud.

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet change job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar/punctuation/spelling/vocabulary; and telephone etiquette.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communication with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; and working with constant interruptions.