



JOB DESCRIPTION

SCHOOL RESOURCE OFFICER

Position	Reports To	Position Type
School Resource Officer (SRO)	Principal	Non-Exempt
Work Schedule	Salary Schedule	Last Updated
10-Month Position	Set Annually	May 2019

MAJOR FUNCTION:

The School Resource Officer's primary goal is to foster an efficient and cohesive program that will ensure school safety, build a positive relationship between law enforcement officer and the youth of our community in addition to reducing crime committed by juveniles and young adults. They support and facilitate the educational process within the school system by providing a safe and secure environment, proactively interacting with the school community and preventing, detecting, or investigating crimes in order to maintain safety.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists in developing safety protocols, best practices, emergency crisis planning and building security matters. Works with local patrol officers and students together to design crime prevention strategies.
- Stay current on community resources available to stakeholders such as mental health services, substance abuse assessment and treatment providers, child protective services, shelters, domestic violence services, and family counseling agencies.
- Conducts school-wide safety drills
- Ensures stakeholder safety by being present during school searches, which may involve weapons, controlled dangerous substances or other potentially hazardous materials.
- Patrols school grounds, ensuring safety, looking for broken fencing, unlocked doors or gates, viewing video and closed-circuit TV security monitors and watching for strangers or suspicious activity in or around campus.
- Directs foot and automobile traffic for larger events and monitors the loading and unloading of buses for safety.
- Mediates disputes between students or other stakeholders
- Serves as the initial first responder and school safety coordinator for campus emergencies.
- Serves as hall monitors, truancy enforcers, crossing guards, and operators of metal detectors and other security devices as assigned

- Models and reinforces self-discipline and responsibility. Maintains professional responsibility to serve as a positive role model to students, especially in terms of appropriate attitudes and respect.
- Identifies and prevents (through counseling and referral) delinquent behavior, including substance abuse. Make arrests only when necessary to protect students, staff and school property.
- Responds to calls on crimes against person or property in progress, report crimes that have already occurred, and intrusion/fire alarms; performs preliminary investigation at the scene (e.g. gathers and preserves evidence, takes statements). Prepares written reports, maintain daily logs, and obtain and serve arrest and search warrants as necessary; testifies in court as required.
- Transports prisoners to the County Jail; itemizes prisoner property; completes necessary required forms.
- Performs such other related tasks and assumes such other related responsibilities as may from time to time be assigned by the Principal. Duties

MINIMUM QUALIFICATIONS:

Ability to work with youth and adults in the school setting. Must be able to work flexible hours, evenings and staggered shifts, holidays and weekends and/or in emergency situations. Ability to investigate suspicious circumstances, persons, vehicles, etc. High school diploma or GED, Associates degree or 60 hours of college credit hours is preferred. Certification as a police officer, and completion of advanced training in law enforcement work, supplemented by technical course work in juvenile crime, or any equivalent combination of acceptable education and training. Must possess and maintain a valid State of Florida driver's license.

SALARY AND BENEFITS:

Salary amounts are set annually by the Board of Directors.