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| <b>Job Title:</b>      | <b>DIRECTOR OF SAFETY/SECURITY (SRO)</b>   |
| <b>Department:</b>     | Administration, Student Services   |
| <b>Reports to:</b>     | Assistant Superintendent   |
| <b>Classification:</b> | Non-exempt / Support Staff   |
| <b>Employment:</b>     | 10 months / At-will  |
| <b>Evaluation:</b>     | Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of support staff personnel. |

## **SUMMARY**

The Director of Safety/Security (School Resource Officer) is primarily responsible, within the school system, to build positive relationships between students and faculty while enforcing the laws promoting a safe and drug-free environment in accordance with district policies and procedures. The Director of Safety/Security (School Resource Officer) will be required to perform the functions of a law enforcement officer and law-related counselor (SROs are not expected to engage in the responsibilities of a certified counselor) while becoming an integral member of the school community. The SRO must work closely with parents, students, and members of the community.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

1. Fosters, develops and maintains open lines of communication between students and faculty to develop positive relationships.
2. Attempts to prevent juvenile delinquency through close contact with students and school personnel.
3. Enforces Federal, State and local crime laws and ordinances and assist school officials with the enforcement of Board of Education policies and Administrative Regulations regarding student conduct.
4. Performs typical law enforcement duties such as handling assaults, theft, burglary, bomb threats, weapons, alcohol and drug incidents.
5. Attends school activities and provide a visible and positive image and ensure the peaceful operation of such activities.
6. Reaffirms their role as law enforcement officers by wearing their uniforms, unless doing so would be inappropriate for scheduled school activities. (The uniform will also be worn at school activities where it will enhance the image of the officers and their ability to perform their duties.)
7. Coordinates with the principal/school officials and be responsible for law enforcement and security at extra-curricular events as determined by district administration.
8. Works to protect school environment and maintain atmosphere in which teachers and students feel safe to learn.
9. Investigates criminal activity committed on school property except follow-up investigations of sex crimes and felonies.

10. Assists other law enforcement officers with outside investigations concerning students attending the school(s) to which the SRO is assigned.
11. Performs mandated reporting to local law enforcement agencies as required by the Safe Schools Act.
12. Provides security for special school events or functions.
13. Helps provide traffic control during the arrival and/or departure of students.
14. Attends meetings of parent and faculty groups to solicit their support and understanding of the School Resource Officer program and to promote awareness of law enforcement functions as needed.
15. Confers with the principal/school officials to develop plans and strategies to prevent and/or minimize dangerous situations on or near the campus or involving students at school-related activities.
16. Assists in the development, revision, and implementation of district and building crisis response plans.
17. Develops and offers appropriate training for staff, students, and parents on legal, drug, safety, or related issues.
18. The School Resource Officer is not to be involved in the enforcement of disciplinary infractions that do not constitute violations of the law.
19. Maintains confidential nature of all school-related matters.
20. Performs other tasks and assumes other responsibilities as assigned by the supervisor or Superintendent.

### **SUPERVISORY DUTIES**

Supervise students at all times.

### **QUALIFICATIONS**

#### **Background Checks**

Clearance on all background checks required by law that is satisfactory to the Administration.

#### **Education/Experience**

1. High School Graduate, Law Enforcement Academy Graduate
2. Three years of law enforcement experience
3. Thorough working knowledge of the juvenile laws of the State of Missouri, skilled in investigative and interview techniques.
4. Service record reflecting ability to work effectively with members of the community, including youth.
5. Strong communication skills which would enable the officer to function effectively within the school environment.
6. Understanding of the Juvenile Court procedures and system.

#### **Certificates, Licenses, Registrations**

Must have and maintain a Law Enforcement Commission in the State of Missouri

Maintain appropriate annual certification in equipment necessary to perform duties (weapons, etc.)

## **SKILLS AND ABILITIES**

### **Language**

Should possess a high degree of proficiency in reading, writing and speaking.

### **Computation**

[enter here] *Math skills. Include proficiency expected.*

### **Reasoning**

Strong problem solving skills.

Capable of conducting in-depth criminal investigations.

### **Technology**

[enter here] *The district should include any hardware or software the employee will be required to use as well as the proficiency level involved. Be as specific as possible.*

### **Additional Skills and Abilities**

The work consists of related duties in law enforcement. The variety of job duties and emergency situations contribute to the complexity of the work. Shall possess an even temperament and set a good example for students.

## **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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Physical Requirements**

The individual who holds this position is regularly required to walk, hear and speak and must have close moderate and distance vision ability.

The work is typically performed while intermittently sitting, standing, walking (level or uneven surface), bending/twisting neck, bending/twisting at the waist, running, bending, crouching, or stooping. The employee frequently lifts light or heavy objects (over 50 lbs.), carrying objects (over 50 lbs.) while walking, lifting pushing, pulling, presence of heat (summer high temperatures, high humidity, ovens, furnaces, etc.), presence of cold (winter low temperatures, walk-in refrigerator/freezer), uses equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color and use the physical force necessary to arrest and restrain persons.

### **Hours / Attendance / Travel**

[enter here] *Clearly state the hours and whether attendance is an essential function of the job and whether the position requires irregular hours or travel.*

Beginning and ending work hours will be established by the supervisor. Hours may vary. Overtime hours may be necessary, with approval of administration.

[enter additional here]

### **CONDITIONS AND ENVIRONMENT**

***The work conditions and environment described here are representative of those that an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.***

The work is performed indoors, in a vehicle, and outdoors. The employee may be exposed to occasional inclement weather, infectious diseases, irritating chemicals, and life-threatening situations. The work may require the use of protective equipment such as masks or gloves.

*As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.*