

**Sunflower County Consolidated School District**

Mrs. Miskia Davis, Superintendent

*"United For Excellence"*



**Job Description**

**TITLE:** School Safety Officer

**QUALIFICATIONS:**

- High school diploma
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable to perform this job successfully
- Good physical condition with the ability to lift 10 pounds

**JOB GOAL:** To assist in providing a safe and secure school environment that is conducive to learning

**REPORTS TO:** Principal, District Safety Officer and Director of Operations

**SUPERVISES:** N/A

**PERFORMANCE RESPONSIBILITIES:**

- Monitor the halls during class changing to ensure that students are in their classes
- Monitor the cafeteria during lunch time
- Patrol the campus to report students skipping class
- Assist the resource officer in providing training for teachers
- Provide security at extra-curricular activities
- Assist the resource officer in monitoring the school's safety plans.
- Assist the resource officer in conducting school's safety drills
- Perform such other tasks and assumes such other responsibilities as requested by his/her supervisor(s)

**TERMS OF EMPLOYMENT:** Salary and work year established by SCCSD School Board.

**EVALUATION:** Performance of this job will be evaluated bi-annually by the Superintendent.

**Approved by:** SCCSD School Board Date: \_\_\_\_\_

**Reviewed and agreed to by:** \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee)

\_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor)