

Sunflower County Consolidated School District

Miskia Davis, Interim Superintendent

"United For Excellence"



JOB DESCRIPTION (revised 5/16/17)

TITLE: School Resource Officer

QUALIFICATIONS:

- High School Diploma
- Licensed pursuant to the State Peace Officer's Standards and Training Certification.
- Three years of law enforcement experience

REPORTS TO: District Safety Officer and **Principal**

SUPERVISES: N/A

JOB GOAL: To provide for the safety and security of the students, staff, and property within the school system by planning to prevent safety and security problems and by responding immediately to deal with any disruption or criminal activity

PERFORMANCE RESPONSIBILITIES:

- Provides consulting advice to administrators on plans for safety, emergency preparedness, traffic flow, evacuation, lighting, and video surveillance, as well as other safety/security concerns.
- Provides training to students, faculty, administrators, and parent groups regarding safety issues, such as personal safety, fun safety, bus safety, and drug and gang awareness.
- Coordinates security for extracurricular activities.
- Serves as liaison/facilitator between the school system and local law enforcement agencies to coordinate the law enforcement efforts of the local jurisdiction with regards to the schools.
- Develops a communication network between administration, staff, students, and parents with the 'cluster' schools
- Creates and maintains written case files of criminal acts by students and reports of deprived, abused, or neglected children and shares this information with the school administrator, school social worker, agencies in the law enforcement and judiciary systems, and the local family and children's services department, when appropriate.
- Advises regarding what law enforcement measures are appropriate when the school administrator or SRO believes an incident is in a violation of the law.
- Investigates suspected criminal activity on school property.
- **Investigates inappropriate student activity on campus.**
- Makes arrests on school property.
- Decides whether a situation requires immediate action, whether to charge a violation, whether to

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make an arrest, and whether to refer a case to the district attorney for prosecution.

- Implements the DARE program
- Teachers character related education classes as determined by the principal
- Meets with and mentors at risk students, as determined by the principal
- Conducts duty as assigned by the principal.
- Performs such other tasks and assumes such other responsibilities as assigned by the Principal.
- Performs such other tasks and assumes such other responsibilities as assigned by the Superintendent.

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)