

Sunflower County Consolidated School District

Miskia Davis, Interim Superintendent

"United For Excellence"



Job Description (Revised May 16, 2017)

TITLE: School Safety Officer

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

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

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

- Monitors the halls during class changing to ensure that students are in their classes.
- Monitors the cafeteria during lunch time.
- **Conducts duty as assigned by the principal**
- **Assists with investigating incidents that happen on campus**
- **Works with at risk students**
- **Secures the building**
- **Checks for safety hazards**
- **Mentors and meets with at risk students**
- Patrols the campus to report students skipping class.
- Assists the resource officer in providing training for teachers.
- Provides security at extra-curricular activities.
- Assists the resource officer in monitoring the school's safety plans.
- Assists the resource officer in conducting school's safety drills.
- **All other duties assigned by the Principal**

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)

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