

# Sunflower County Consolidated School District

Mrs. Miskia Davis, Superintendent

*"United For Excellence"*



## JOB DESCRIPTION

**TITLE:** School Resource Officer

### **QUALIFICATIONS:**

- High School Diploma
- Graduate of Basic Law Enforcement Officer Training Program (full-time only part-time or reserve basic is not acceptable)
- Three years of law enforcement experience
- Good physical condition with the ability to lift 10 pounds

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

**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:**

- Provide consulting advice to administrators on plans for safety, emergency preparedness, traffic flow, evacuation, lighting, and video surveillance, as well as other safety/security concerns
- Provide training to students, faculty, administrators, and parent groups regarding safety issues, such as personal safety, fun safety, bus safety, and drug and gang awareness
- Coordinate security for extracurricular activities
- Serve 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
- Develop a communication network between administration, staff, students, and parents with the 'cluster' schools
- Create and maintain 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
- Advise school administration regarding what law enforcement measures are appropriate when the school administrator or SRO believes an incident is in a violation of the law
- Investigate suspected criminal activity on school property
- Makes arrests on school property
- Decide whether a situation requires immediate action, whether to charge a violation, whether to make an arrest, and whether to refer a case to the district attorney for prosecution

- 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)