**Green City R-1**

This is a draft copy. This draft will be proposed for approval at the Sept. 2018 Board of Education meeting.

**School Resource Officer**

**Job Description**

**Summary:**This position performs community law enforcement including the prevention, detection, and investigation of criminal acts within the school system; the apprehension and arrest of law violators; and the safeguarding of lives and property within Green City R-1 Schools. The SRO will be assigned full-time to the School District and will provide services to all facilities within the District. The SRO will be commissioned through the Green City Police Department.

**Essential Job Functions:**

An individual who holds this position is responsible for:

* Provide security to the campus, and to respond promptly to emergency situations including those, but not limited to, involving drugs and/or weapons.
* Provide a presence to all campus facilities which gives the faculty, staff, and students a safe and secure environment where good order and discipline will prevail.
* Monitor external walkways, parking lots, lobbies, entryways, internal hallways, and lunchrooms.
* Monitor multiple security cameras and access control systems.
* Work with the Crisis Response Team for tracking of employees during drills and be an active member on the team.
* Responsible for reporting to work with a uniform shirt and/or jacket, having access to a protective kit including a nylon belt pouch containing latex exam gloves and CPR mask.
* Monitor students’ first hour tardiness and single period truancies by referring them to the principal/attendance office in accordance with the handbook of student conduct.
* Make referrals to the administration or counseling staff concerning any troubled student personal relationships.
* Issue trespass warnings to people on school property for non- legitimate reasons.
* Work special events and athletic competition supervision as requested by the administration. (Up to 45 per school year)
* Research and communicate to District Administration a list of any sexual predators that live within proximity of District bus stops.
* Consistent and regular attendance is an essential function of this position.
* Ability to work to implement the vision and mission of the district.
* Works evenings and weekends as required by administration.
* Submits reports as requested.
* Attend meetings and trainings as required.
* Demonstrate professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting.
* Adheres to good safety practices.
* Adheres to all district rules, regulations, and policies.
* Perform other duties as required or assigned

**Minimum Qualifications:**

* High school diploma or GED.
* Missouri POST certification (Class-A or Class-B Peace Officer License).
* Current on Missouri POST required training hours.
* Must maintain a valid Missouri driver’s license and safe driving record.
* Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment.
* Thorough knowledge of applicable laws.

**Preferred Qualifications:**

* Documented experience working with children.
* NASRO basic SRO certification or equivalent.
* Crisis Intervention Team training
* ALICE or equivalent active shooter training

**Work Environment:**

* May be required to work in confined spaces, hazardous traffic conditions, high/dangerous places or life threatening situations.
* May be exposed to inclement outdoor weather, wet/humid conditions, vibration, airborne particles/fumes, moving mechanical parts, risk of electrical shock, loud noise levels, potentially hazardous bodily fluids, or potentially hazardous or cancer-causing agents/chemicals.
* Employee may be required to work outside during inclement weather including rain, snow, ice and temperatures below freezing and in excess of 100 degrees.

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**Physical Abilities:***The following abilities are commonly associated with the performance of the functions of this job. The physical demands described below 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*

* Must be able to sit, talk, and listen for extended periods of time.
* Must be able to feel attributes of objects, grasp, push, drive, stand, walk, reach with hands/arms, stoop/crouch, climb/balance, and operate mechanical equipment.
* Must have clarity of vision, three-dimensional vision, precise hand-eye coordination, and ability to identify and distinguish colors.
* Must be able to have repetitive wrist, hand, or finger movement to type and work on computer and/or related equipment.
* Must be able to engage in foot pursuits/effect arrests.
* May be required to lift 100 pounds or more.
* Must be able to interact positively with students giving a positive impression for law enforcement.
* Regular attendance is a necessary and essential function.

**Compensation:**

* Pay Rate (salary): Approximately $33,500/year; Experience will considered when determining actual salary (This amount will be prorated if not working an entire school calendar year for the school district.)
* Pay will be spread evenly across 12 months
* Insurance: Group health insurance is available on the first calendar day of the month following 60-days of employment.
* Employee will work 182 days per school year; calendar of dates will be provided to the employee each year but will run concurrent with the school year
* Employee will follow board attendance policy which indicates sick and personal days