

JOB DESCRIPTION
POLICE – SCHOOL RESOURCE OFFICER

- Qualifications: Possesses a high school diploma or equivalent; graduate of the Basic Law Enforcement Officer Training Program and possesses BLEOST certification; completion of Mississippi Department of Education 40-hour School Resource Officer basic course, with at least three (3) years of law enforcement experience.
- Reports to: Superintendent
- Job Goal: Responsible for school safety administration/planning/enforcement activities, classroom instruction in areas of expertise, counseling/referral of students

MISSION AND GOALS

The mission of the Lumberton Public School District is to educate each student by providing meaningful learning experiences which will allow them to meet present and future challenges – one school, one community, working together.

The mission of the School Resource Officer is to promote safety among students and staff by acting as a visible, active law enforcement figure on the school campus, at school-sponsored events, and within the community, by addressing law related issues occurring on campus and providing a resource to students, staff and the community in order to bridge the gap between police officers and youth and increase positive attitudes toward law enforcement. The Lumberton Public School District is committed to enabling all of our students to learn in a safe, nurturing environment.

PERFORMANCE RESPONSIBILITIES

- Works with the Superintendent, Principal(s), and those to whom he/she reports to articulate and promote the school system's vision of learning and teaching.
- Monitors and evaluates progress toward accomplishment of system goals and objectives
- Develops goals and objectives, programs and operations that are consistent with school system vision, mission and goals
- Communicates high expectations of students, staff, and parents/guardians
- Creates, identifies, encourages, and supports innovative ideas that in turn support learning and teaching in the schools
- Develops personal learning goals/plans, evaluates progress systematically

COMMUNICATION

- Uses appropriate grammar and syntax – verbal and written

DUTIES AND RESPONSIBILITIES

- Maintains rapport with school personnel, law enforcement, judiciary officials and serves as a liaison among community service agencies
- Commissioned by the school district to have law enforcement authority MS Code 37-7-321 and has authority to carry weapon.
- Responsible for processing necessary paperwork regarding student discipline (i.e., drugs, fights, threats, dress code, etc.)
- Responsible for the enforcement of law and safety for all school activities on his/her assigned campus
- Responsible for safety planning and response on designated campus
- Confers daily with Principal(s)

- Patrols and monitors all areas of all school facilities on a consistent basis to prevent theft, vandalism, and illegal entry, as well as unauthorized vehicles and illegal parking
- Assists school personnel by attending conferences with students, parents and faculty members by addressing problems associated with law enforcement and crime prevention
- Attends student disciplinary hearings where an SRO was involved in disciplinary action that may result in expulsion
- Provides the faculty with technical assistance regarding school safety planning, crisis training, occupational safety, and overall school security
- Designs and conducts classes related to crime prevention, drug education, law, ethics and other related areas
- Confers with administration of school to develop strategies to prevent or deter dangerous situations on or near campus
- Provides a program of education leadership to the students, parents and faculty, addressing tobacco, alcohol and other drugs, gang activity, violence diffusion, violence prevention, crime prevention and safety issues in the school community
- Offers adolescent offender programs, anger management classes and alcohol and drug awareness sessions
- Provides counseling and referral services within areas of expertise
- Performs hall-monitoring duty; visibility during class changes
- Performs lunchroom security; assigned as needed by principal(s)
- Observes facility parking lots frequently and provides traffic control and other activity involving student vehicles and other vehicles as may be assigned by the principal
- Provides safety programs and coordinates special programs in the area of law enforcement with the approval of the Superintendent and Principal(s)
- Arrests students or visitors when appropriate and in accordance with general arrest procedures used by law enforcement agencies
- Takes steps appropriate and consistent with a law enforcement officer's duty when a crime occurs
- Files police reports as required
- Files criminal charges for crimes committed on campus
- Conducts criminal investigations and collects information, intelligence and evidence regarding criminal violations on campus, presents investigative results to the appropriate judiciary and assists in prosecution; is primarily responsible for all criminal investigations on his/her assigned campus
- Other security and/or law enforcement responsibilities as may be assigned by the Police Chief and/or Principal(s)

DUTIES NOT TO BE PERFORMED BY OFFICERS

- SRO's are not disciplinarians. Their duty is to observe and report. (SRO's should be present so that students and visitors understand that you are there to protect and serve.)
- SRO's shall not retrieve students for principals. (SRO's should only be in classrooms or go to classrooms to assist the Principal or Assistant Principal when it is anticipated that the student may be unruly or violent.)
- SRO's shall not serve in clerical roles such as answering the school phone or sitting in the school office
- SRO's shall not use security monitors as their workstation. (SRO's should only be in the office when they are there for a specific reason other than just a location to sit or wait for something to happen.)
- SRO's shall not perform interrogations without the student's parent or legal representation present

- SRO's shall not issue traffic citations
- SRO's shall not act as Bus Monitors, except when assigned to a bus due to serious disciplinary problems requiring an SRO's presence on the bus
- SRO's shall not act as errand runners. While an SRO's job is to provide an ever present eye and ear for the Administration, this does not include retrieving mail, district office memos or making bank deposits. An SRO's job is on the campus, in the hallways, in the parking lot, in the lunchroom, and restrooms.

SUPERVISION

- Implements the established school-wide security plan

PARENTS

- Communicates school and organizational goals periodically through the school year

COMMUNITY

- Promotes the district's vision, mission, and goals within the community

PROFESSIONAL DEVELOPMENT

- Participates in activities that will enhance his/her personal skills

GENERAL

- Studies and follows district policies applicable to the operation of a school as established by the Board of Education
- Supervises and maintains upkeep and cleanliness of facilities
- Follows any further rules or requirements as set forth by the Superintendent
- Performs any other tasks as required by the Superintendent

TERMS OF EMPLOYMENT

- Salary and work year to be established by the Board of Education.
- Performance of this job will be evaluated annually by immediate supervisor in accordance with the provisions of the Board of Education's policy on evaluation of professional personnel.

Based on 233 days.

The Lumberton Public School District employs qualified applicants without regard to race, color, religion, sex, national origin, marital or veteran status, or the presence of a non-job-related medical condition or handicap.