



PHILADELPHIA PUBLIC SCHOOL DISTRICT

Job Description



TITLE: School Resource Officer

Board Approved: <date>, 2015

EDUCATION QUALIFICATIONS AND PREREQUISITES

1. Meet one of the two options below:
 - a. Option One
 - i. Three years of law enforcement or security experience of which three years must have been as a certified police officer
 - ii. Possession of a current State of Mississippi Law Enforcement Police Officer Certificate
 - iii. High School Diploma
 - iv. At least 23 years of age
 - v. Consent to a rigorous background investigation and psychological testing
 - b. Option Two
 - i. Two years of law enforcement or security experience of which one year must have been as a sworn law enforcement officer
 - ii. Possession of a current State of Mississippi Law Enforcement Police Officer Certificate or agree to attend such course within two years of appointment
 - iii. At least 23 years of age
 - iv. Consent to a rigorous background investigation and psychological testing
 - v. Complete a 40-hour School Resource Officer Basic Course as approved by the Mississippi Department of Education
2. Physical Requirements: (These physical requirements are not exhaustive and additional job related physical requirements might be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.)
 - a. Moderate Work: May frequently force equivalent to lifting up to approximately 25 pounds and occasionally exert force equivalent to lifting up to approximately 50 pounds
 - b. Vision: Clarity of vision at 20 inches or less and less than 20 feet as well as more than 20 feet; includes the ability to judge distances and spatial relationships
 - c. Motor coordination: While performing the duties of this job, the incumbent is regularly required to use hands and fingers, handle or feel objects, tools and controls, reach with hands and arms as well as stand, and walk
 - d. Speaking/hearing: Ability to give and receive information through listening and speaking skills
3. Ability to maintain a good relationship with all school personnel, students, parents, and the community
4. Such other qualifications as may be set by the Board of Trustees

SUPERVISES

N/A

REPORTS TO

Superintendent

JOB GOAL

To conduct professional law enforcement work involving the safeguarding of school property against burglary, vandalism, trespassing, and other hazardous criminal or unauthorized activities as well as the maintenance of order and discipline among school students and staff

To support the *Mission and Beliefs* of the District when carrying out duties and responsibilities as assigned

TYPICAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

1. Provide law enforcement and police services to the school, school grounds and areas adjacent to the school
2. Assist and provide guidance to principal and staff in the maintenance of a safe school environment
3. Patrol and monitor all areas of the facility on a consistent basis to prevent theft, vandalism, and illegal entry as well as unauthorized vehicles and illegal parking
4. Interrogate and detain unauthorized personnel
5. Provide the faculty with technical assistance regarding school safety planning, crisis training, occupational safety, and overall school security to include personnel, information, and facility
6. Enforce federal, state and local statutes, ordinances, regulations, policies, and procedures on school property and make appropriate referrals to authorities
7. Enforce Board of Education policies and procedures
8. Conduct criminal investigations, and collect information, intelligence, and evidence regarding criminal violations on campus, present investigative results to the local district attorney and assist in prosecution primarily responsible for all criminal investigations on campus
9. File criminal charges for crimes committed on campus. Write reports and provide documentation of activities
10. Maintain good rapport and liaison with faculty, law enforcement, judiciary, and community service agencies
11. Design and conduct classes related to crime prevention, drug education, law, ethics, and other related areas
12. Provides counseling and referral services within areas of expertise
13. Be visible within the school community; attend and participate in school functions, and; build working relationships with the school's staff as well as with student and parent groups
14. Work with guidance counselors and other student support staff to assist students and to provide services to students involved in situations where referrals to service agencies are necessary
15. Assist in conflict resolution efforts
16. Initiate interaction with students in the classroom and general areas of the school building
17. Patrol and monitor hallways, stairwells, restroom facilities, outside facilities, and other public and unsupervised places of the school to ensure the safety and well-being of students and staff and the security of the facility
18. Ensure a smooth traffic flow of students through the hallways, assisting students with on-time arrival to class and to assigned locations
19. Ensure a smooth transportation flow for arrival and departure of students and staff
20. Remove disruptive students from classes when needed
21. Assist the professional staff, police, and emergency personnel in handling emergencies or disruptive situations
22. Report any discipline infractions, unauthorized visitors, and acts of vandalism to the principal
23. Notify the building administration, police, and/or appropriate emergency personnel of any emergency, potentially dangerous, or unusual situations, following Board Policy
24. Notify immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids
25. Assist the administration, School Nurse or other appropriate staff with home visits as needed
26. Participate in appropriate in-service and workshop programs as directed

27. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school
28. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines
29. Perform other duties as assigned

TERMS OF EMPLOYMENT

187 days annually with salary as approved by the Board of Trustees

EVALUATION

Performance of this position will be evaluated annually in accordance with the provisions of Board Policy.