

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

DISTRICT POLICE OFFICER

QUALIFICATIONS:

- (1) High School Diploma or equivalent
- (2) Certified law enforcement officer in the State of Florida in accordance with FS 943.13
- (3) Computer literate with ability to use basic software programs and complete research appropriate to the position
- (4) First Aid and CPR/AED certification preferred
- (5) Have or obtain School Resource Officer Training within a specified time

KNOWLEDGE, SKILLS AND ABILITIES:

- (1) Knowledge of federal laws, state statutes, and local ordinances
- (2) Knowledge of crime prevention techniques
- (3) Skill in the care and safe operation of a variety of firearms, impact weapons, and chemical agents
- (4) Ability to develop a working knowledge of Jackson County School Board rules, regulations, policies, and procedures pertaining to students and the school environment
- (5) Ability to communicate effectively with command staff, supervisors, school personnel, children (PreK-12), parents, and the general public
- (6) Ability to analyze situations quickly and objectively and determine proper courses of action within the established framework of policies and procedures
- (7) Ability to maintain composure under emergency situations; ability to work effectively under stressful conditions
- (8) Ability to learn and adapt to changing technologies and practices
- (9) Ability to exercise discretions, and handle interactions with school administrators, teachers, students, and parents with tact and sensitivity
- (10) Ability to communicate clearly with all levels of administration, law enforcement, media, parents, and students

REPORTS TO:

JCSB District Police Chief and assigned Principal

JOB GOAL

To support and facilitate the educational process within the Jackson County School District by providing a safe and secure environment through building and establishing meaningful relationships with students and staff and proactively interacting with the school community to ensure the enforcement of city and state laws, preservation of public order, protection of life and the prevention, detection, or investigation of crime; performing a wide variety of police and law enforcement activities specifically related to the school environment during the school year.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES

- (1) Works closely with the Principal and staff of the school to foster and maintain a safe and secure learning environment
- (2) Enforces Federal and State laws as well as Jackson County School District policies and procedures
- (3) Fosters a positive law enforcement relationship with students

PENDING Board Approval – June 7, 2018

District Police Officer (continued)

- (4) Implements and evaluates District safety and security plans
- (5) Monitors safety and security deficiencies and makes recommendations for corrections
- (6) Assists District and School Safety Committees in reviewing and developing school and district safety plans
- (7) Coordinates and presents school safety training for both students and staff
- (8) Investigates possible cases of criminal offenses on School Board properties including the pursuit, apprehension, and arrest of offenders
- (9) Responds to disasters, crisis events, or emergencies involving Jackson District Schools
- (10) Works collaboratively with law enforcement, fire services, EOC, health department, Red Cross, and other emergency service providers, and secures resources as needed
- (11) Provides for the safe and convenient flow of traffic and pedestrians within the school community
- (12) Duties may also involve teaching school safety and other related public safety programs
- (13) Other duties as assigned

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as frequently as needed to move objects

TERMS OF EMPLOYMENT:

Approved Unit Compensation plan, pay grade 25-26
191 days
8 hours per day

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of personnel