

**SCHOOL DISTRICT OF JACKSON COUNTY**

**JOB DESCRIPTION**

**RESOURCE OFFICER**

**QUALIFICATIONS:**

- (1) High School diploma or equivalent.
- (2) Completed the minimum requirements of law enforcement training.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Must have the ability to provide quality educational services in the area of law enforcement. The educational background, experience, interest level and communication skills must allow for effective and accurate resource teaching services.

**REPORTS TO:**

Director of Safe Schools Program

**JOB GOAL**

To prevent and/or minimize dangerous situations which might result in the event of student unrest by offering assistance to delinquency prone youths and their families.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- (1) The RO will coordinate all of his/her activities with the principal and staff members concerned, and will seek permission, advice, and guidance prior to enacting any programs within the school.
- (2) The RO will develop expertise in presenting various subjects such as understanding the laws, the law enforcement officer, and the law enforcement mission.
- (3) The RO will encourage individual and small group discussions with students, based on material presented in class, to further establish rapport.
- (4) The RO may attend parent/faculty meetings to solicit their support and understanding of the program.
- (5) The RO will be available for conference with students, parents, and faculty members to assist them with problems of law enforcement or crime prevention nature. Confidential information obtained pursuant to Florida Statutes shall not be disclosed.
- (6) The RO will be familiar with all community agencies which offer assistance to delinquency prone youths and their families, such as, mental health clinics, drug treatment centers, etc., making referrals when necessary.
- (7) The RO and the principal will develop plans and strategies to prevent and/or minimize dangerous situations which might result in the event of student unrest.
- (8) The RO will adhere to School Board Policy, Law Enforcement Policy, and legal requirements when conducting formal law enforcement interviews with students.
- (9) The RO will give assistance to other law enforcement officers in matters relating to his/her school and students.

**Board Approved July 21, 1998**

**Amendment Board Approved April 15, 2003**

**RESOURCE OFFICER (Continued)**

- (10) The RO will, whenever possible, participate in and/or attend school functions; however, if required after hours, will be compensated on an hourly rate.
- (11) The RO will investigate suspicious persons or circumstances on and off campus.
- (12) The RO will respond to disturbing calls on campus.
- (13) The RO will arrest persons during the commission of misdemeanors and felonies on the campus.
- (14) The RO will identify and counsel problem youths in an effort to divert them from the juvenile justice system.
- (15) The RO-Truancy Officer will investigate non-enrollment and unexcused absences.
- (16) The RO will file complaints with the court systems and complete any reports or forms necessary.
- (17) The RO will perform any other assignment deemed necessary by the school principal.
- (18) Other duties assigned by the immediate administrator or supervisor.

**PHYSICAL REQUIREMENTS:**

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

**TERMS OF EMPLOYMENT:**

Approved Unit Compensation plan, pay grade 10-12  
196 days  
7.5 hours per day

**EVALUATION:**

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