

**LIMA CITY SCHOOL DISTRICT
JOB DESCRIPTION**

Title: SCHOOL RESOURCE OFFICER

File 514

Reports to: Lima City Schools Superintendent / Superintendent's designee.

Minimum Qualifications:

1. Be or become a sworn member of the Lima Police Department Auxiliary Unit.
2. Minimum of three years experience in law enforcement.
3. Broad base of knowledge regarding youth, social issues, and the criminal justice system.
4. Ability to work with youth.
5. Effective oral and written communication skills.
6. Ability to deal tactfully and effectively with others.

Performance Responsibilities:

The roles of a School Resource Officer (SRO) are identified as 1) Safety expert and law enforcer; 2) Problem solver and liaison to community resources, and 3) Educator.

Personal and Professional Responsibilities

- 1 Duty hours will be on school days during school hours for 8 hours based upon when schools starts and lets out every day (30 minutes prior to start of school day and 30 minutes after dismissal).
- 2 Complete yearly training with LPD to maintain Auxiliary member status.
- 3 Become familiar with and knowledgeable of the LPD General Directives and Lima City Schools Policies and Procedures.
- 4 Adapt to a school environment and maintain a commitment to ongoing professional development in working with youth and in a school environment.
- 5 Serve as link between the school district, local law enforcement and social service agencies.
- 6 Work in conjunction with the school administration in the investigation and due process of serious discipline incidents.
- 7 Keep accurate, legible records and reports.
- 8 Maintain professional responsibility to serve as a positive role model to students, especially in terms of appropriate attitudes and respect.
- 9 Attend regular meetings with school administration to exchange info and ideas.
- 10 Keep all information regarding names and actions taken in the strictest of confidence and in accordance with FERPA.
- 11 Establish a trusting channel of communication with students, staff, and patrons.
- 12 Oversee an in-depth needs assessment to determine needs and approaches at the various schools, including gathering input from the Safety Council. Conduct ongoing assessments will be required.

Safety and Security of Facilities and Grounds

- 13 Protect school property, staff, students, and patrons while on school property.
- 14 Observe, evaluate, and report on traffic around all schools.
- 15 Perform ongoing security checks of all school facilities and make recommendations to the school administration.
- 16 Investigate criminal activity committed on or adjacent to school property.
- 17 Deter misconduct by remaining highly visible in the halls, cafeteria, gymnasium, parking areas, etc.
- 18 Work in conjunction with the Safety Council regarding emergency routes, drills, and waiting areas utilized during emergency situations.
- 19 Assist the school administration with truancy issues, criminal activities, and anyone causing a disruption on school property.

Law Enforcement

- 20 Enforce state statutes and city ordinances.
- 21 Interview victims, witnesses, and suspects in crime and disorder investigations and follow-up investigations in compliance with law and Board policy.
- 22 Report any violations of school discipline to the appropriate administrator.
- 23 Notify the appropriate agencies and initiate a report if there is knowledge of or "reasonable cause" to suspect a child of being abused or neglected.
- 24 Abide by Board policies, state and federal laws should it become necessary to conduct formal police interviews with students or staff on school property.
- 25 Make arrests and takes offenders into custody in compliance with state and federal law.
- 26 Conducts lawful searches of persons and property, confiscates and secures evidence and contraband in compliance with state and federal laws.

Problem solver and liaison to community resources

- 27 Provide consultation and be familiar with all community agencies which offer assistance to youth and their families such as, but not limited to, mental health clinics, substance abuse treatment centers, child protective services, domestic violence services, juvenile authorities, and make referrals to such agencies when necessary.
- 28 Provide crisis intervention for students in stressful situations.
- 29 Coordinate all educational activities with law enforcement officials, local organizations, and school administration.
- 30 Work cooperatively with other officers and persons from the criminal justice field as approved by school administration to instruct in areas where the School Resource Officer may lack the appropriate skills or knowledge.
- 31 Intervene in student arguments and talk with all persons involved to avoid altercations.

Educational Responsibilities

- 32 Be available as a resource for teachers. May be asked to teach or speak to a class.
- 33 Empower students with the knowledge of law enforcement efforts and obligations as well as consequences for violations of the law.
- 34 Inform students of their rights and responsibilities in order to become better informed, lawful citizens.

Abilities**Required:**

The SRO must comply with the requirements set forth by the Lima Police Department to retain their status as a sworn auxiliary officer.

1. Likes and cares about children.
2. Wants to work in the school district.
3. Is flexible, patient, and even-tempered.
4. Knows how to defuse hostile situations thru proper de-escalation techniques and calming techniques. Can speak quietly when needed, but also has command presence.
5. Has the right demeanor and “people skills.”
6. Possesses effective communication skills.
7. Capable of developing and maintaining a rapport with administration, faculty, and staff.
8. Is not a badge heavy or ego-driven officer.
9. Is a good role model for students.
10. Is able to work independently with little supervision.
11. Is exceptionally dependable.
12. Is willing to work very hard.
13. Is or can become an effective leader, teacher/presenter.
14. Has high integrity.
15. Demonstrates a consistently high standard of personal fitness and appearance.

Working**Conditions:**

To promote safety, the SRO is expected to exercise caution while performing his or her duties. Duties performed are to be in accordance with appropriate safety regulations and the Lima City Schools district policies/procedures.

Oversee safety and security of assigned building.

Perform other specific job related duties as directed by the Superintendent and/or its designee

Travel within the Lima City School District as required or requested.

Travel to meetings or professional development as requested.

Performance**Evaluation:**

A performance evaluation will be given by the Lima City Schools yearly.