

DEPARTMENT: SCHOOLS
CLASSIFICATION: COMPETITIVE
APPROVED: JANUARY 14, 2021

SCHOOL RESOURCE OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is a security position serving as a public safety specialist, community liaison, and positive role model for a school district. A partnership between this position and the school community is desired in order to create and maintain a setting that is safe and secure with a focus on prevention and early intervention activities. The School Resource Officer will assist in implementing the district's code of conduct for students through cooperation with school officials. The employee works under the direct supervision of the Superintendent and Director of Administrative Services. Supervision is not a regular function of the position but may be assigned to direct other employees in providing campus security. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

1. Enforces school rules, administrative procedures, and board policy;
2. Serves as resource to the principal in investigating criminal law violations occurring in the school or on school property;
3. Assists law enforcement officers with outside investigations concerning students attending schools to which assigned;
4. May conduct interviews with students and/or staff, if necessary, on school property or at school functions abiding by school board policy and applicable laws;
5. Counsels students in special situations when requested by the principal, or designee, or by a student's parents;
6. Confers with the administrative team to develop plans and strategies to prevent and/or minimize dangerous situations on or near the campus or involving students at school-related activities;
7. Formulates educational crime prevention programs to reduce the opportunity for crime against persons and property in the schools;
8. Participates in campus activities, student organizations, and athletic events and coordinates law enforcement and security activity at events when requested;
9. May be assigned to monitor lunchroom or halls when needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of crowd control and security measures in a school setting; the principles, practices, and techniques used in establishing and maintaining building security; conflict resolution, the ability to deal effectively with a school-aged population and the general public; decide on appropriate course of action; maintain order; exercise sound judgment to act and lead in emergency situations; communicate effectively; maintain records and prepare written reports; skill in observing and detecting unusual occurrences or behavior; instruct students on topics related to drug abuse awareness.

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SCHOOL RESOURCE OFFICER CONTINUED

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of an equivalency diploma **and** completion of sixty (60) credit hours from a regionally accredited college or university or one accredited by the New York State board of Regents to grant degrees; **OR**
2. Graduation from high school or possession of an equivalency diploma **and** three (3) years of full-time active duty military experience.

SPECIAL REQUIREMENT:

Possession of a valid NYS Class D license at time of appointment and for the duration of employment

SPECIAL REQUIREMENTS TO CARRY OR POSSESS FIREARMS:

School Security Officers may not carry or possess firearms while on duty unless authorized to do so by the School Board and a license has been issued pursuant to 400.00 of Penal Law (2.10.37 of Criminal Procedure Law). Where possession of the license is required, eligibility for and continued possession of the license is required for employment.

NOTE: It is the School District's responsibility to ensure that employees authorized to carry a firearm have met all New York State requirements.

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.