

South Tippah School District
School Resource Officer
Job Description

Qualifications:

- Must be at least 21 years of age
- Must have completed the police academy
- Must complete School Resource Officer training program
- Must have 3 years of law enforcement experience

Job Goal:

The primary purpose of the School Resource Officer (SRO) is to work closely with school district staff, students and parents, members of the community, and external agencies to create and maintain a safe and orderly environment that supports the mission of the school district.

Performance Responsibilities:

1. Investigates allegations of criminal incidents per police department policy and procedures. Enforce all state and local laws and ordinances. Make appropriate referrals to juvenile authorities or other governmental agencies.
2. Creates and maintains a close working relationship with school administrators to ensure a safe school environment. Assist school officials with their efforts to enforce Board of Education policies and procedures.
3. Patrols school facilities (campuses, roads, external buildings and adjacent areas) for the purpose of providing administrative visibility, maintaining security, and deterring crime.
4. Ensures school administrator safety by being present during school searches, which may involve weapons, controlled substances or a person that their emotional state might pose a threat to the school administrators, school personnel, or students.
5. Serve as a liaison with local law enforcement and other community responders.
6. Serve as a school safety specialist.
7. Work as a part of the safety/crisis team at South Tippah Schools to provide a safe and orderly school (school safety assessment, safety drills, crisis management).
8. Assist with character education, safety education, and health education.
9. Work with school administration, school counselor, and other support staff to mentor at risk students.
10. Act as a liaison with local youth court.
11. Assist with staff and faculty professional development regarding school safety, personal safety, crisis management, etc.
12. Assist with daily school traffic.
13. Assist the district in developing policies to address school safety at and around South Tippah campuses.
14. Work with Tippah Emergency Management Coordinator to establish table top discussions within the local schools and emergency management teams in the county.
15. To provide law enforcement on the South Tippah School District campuses when school is in session and other school wide events such as Open House, Beauty Review, sporting events, etc.

Terms of Employment:

Salary and work year are determined by the School Board and local government entities involved.

Evaluation:

Performance in this position will be evaluated annually, by the Superintendent in accordance with provisions of the Board's policies on evaluation.

Approved by: _____

Date: _____

Agreed to by: _____

Date: _____