



Mobile County PUBLIC SCHOOLS

Job Description Title – RESOURCE OFFICER

SUPERVISED BY/REPORTS TO: Director of Safety and Security

FLSA Designation: Non-exempt

PRIMARY FUNCTION:

The main function of this employee is to provide interior and exterior security services to students, staff, and facilities at an assigned school campus or campuses. The job focuses on prevention and enforcement of school rules and regulations. Resource officers investigate or cause to be investigated violations of law that occur on school campuses/property. The duties of the position are performed on school premises or at school sponsored activities.

QUALIFICATIONS:

- A. Bachelor's Degree from an accredited institution with a degree in Criminal Justice, Law Enforcement, or related field, preferred.
- B. Five years of successful law enforcement experience.
- C. Knowledge of standard security procedures and best practices.
- D. Ability to meet suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- E. Must hold a valid Alabama Driver's license and maintain it during employment.
- F. Must be 21 years old or older.
- G. Must have the physical and mental ability to respond in an emergency or potentially dangerous situation.
- H. Ability to be punctual and maintain regular attendance.
- I. Ability to establish and maintain collaborative working relationships with all stake holders.
- J. Ability to work independently and work cooperatively in a team environment.
- K. Must be willing to work a flexible schedule including reporting to various school/district sites, after hours, weekends and night events as needed.
- L. Must be able to successfully complete and stay current with ongoing training requirements at an acceptable performance level.
- M. Experience in work involving the welfare and safety of students or others, preferably an educational environment is preferred.

LANGUAGE SKILLS:

Ability to communicate fluently in English, both verbally and in writing. Ability to effectively present information and respond effectively to questions in one-on-one and small group situations to students, parents, and other school staff. Ability to verbally respond to common inquiries. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, governmental regulations, and any other documents deemed necessary to carry out the requirements of the job. Ability to write routine reports and correspondence that conform to prescribed style and format.

INTERPERSONAL SKILLS:

Works well with others from diverse backgrounds and cultures. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, and contributing to building a positive team spirit. Promotes positive interactions with others. Ability to remain calm in stressful situations and to be resilient and flexible in the face of change.

MATHEMATICAL: Adds, subtracts, multiplies, and divides in all units of measure, using whole numbers, common fractions, and decimals. Computes rate, ratio, and percent and draws and interprets graphs.

REASONING ABILITY:

Applies common sense understanding to carry out instructions furnished in written, oral, or diagram form. Deals with problems involving several concrete variables in standardized situations. Ability to identify and define problems, collect data, establish facts, and draw valid conclusions. Cognitive flexibility to shift thinking or attention in response to student needs, problem solving steps, and/or a new or unexpected situation.

COMPUTER SKILLS:

General knowledge of computer usage and ability to use email, internet software, and Microsoft Office software. Must learn other software used by the district.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:

The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required. These must be met by an employee to perform the essential functions of this job successfully and satisfactorily.

1. Conduct perimeter, door, and inter school checks to ensure premises are secure.
2. Manage school access by monitoring gates and entry points throughout the school, ensure that students possess appropriate permission when leaving campus, and observe and question potentially unauthorized persons on campus.
3. Make recommendations to ensure safety of students, staff, and the public.
4. Communicate safety and or security policies and procedures to staff, parents, students, and visitors for the purpose of providing necessary information and ensuring understanding of the potential consequences of a violation.
5. Monitor students within a variety of school environments (i.e., hallways, grounds, cafeteria, parking lots, restrooms) for the purpose of ensuring the safety and welfare of students and staff.
6. Participate in security risk assessment meetings with school and district administration and local law enforcement/fire safety agencies. Provide ongoing training to staff members regarding security issues and emergency procedures. Training would include follow-up debriefings regarding school emergency drills.
7. Refer observations and incidents (i.e., altercations, suspicious activities, inappropriate behavior, violation of rules) to the appropriate instructional or administrative personnel.
8. Utilize and monitor surveillance technology.
9. Suppress disturbances and security incidents according to establish guidelines and procedures.
10. Investigate all Student Code of Conduct, Group C, D, and E offenses involving MCPSS students. Assist law enforcement officers with investigations of thefts, vandalism, assaults, and related criminal incidents and legal violations.
11. De-escalate confrontations between students, parents, visitors, and others.
12. Assist school administration with threat assessments as appropriate.
13. Conduct appropriate searches when directed to do so. Conduct frequent checks for vandalism, graffiti, safety hazards, and security lighting.
14. Build relationships with students and stakeholders. Meet with parents who have concerns regarding security at their child's school.

15. Communicate effectively and work collaboratively with administrators and law enforcement personnel.
16. Prepare incident reports as needed and in a timely fashion.
17. Provide support in school and district emergency situations and participate in school emergency drills.
18. Maintain student, school, and district confidentiality.
19. Interact professionally with all law enforcement/fire rescue with the ability to calmly assess solutions and/or implement processes during critical events.
20. Serve as the security personnel for school and/or district functions as needed which may include after school and extra-curricular activities.
21. Perform other duties as assigned by the Director of Safety and Security.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The employee must have sufficient strength to intervene in fights and physically restrain persons.
- The employee is expected to walk distances, run, sit, climb, kneel, crouch, bend, crawl, handle certain equipment, reach overhead, feel, talk, hear, smell, and distinguish colors.
- The employee must be able to lift 70 lbs.; assist lifting over 70 lbs. in a two-person assist.
- The employee will be subject to loud noises, extreme heat, or cold, and wet/humid conditions.

OTHER RESPONSIBILITIES:

Testify in court as needed. Escort persons to vehicles after school sponsored events. Perform other related duties as assigned.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified Employees. Evaluation will be by the Director of Safety and Security.

TERMS OF EMPLOYMENT

12-months (260 days) 8 hours per day. Daily work schedule is normally 7:00 a.m. until 3:30 p.m. (hours may vary in the Summer or vary by shifts if assigned) but will be determined by the Director of Safety and Security or his/her designee. Extra hours may also be worked according to the need of the school system with appropriate compensation. Work schedules are subject to change. At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

SALARY

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.