
Position:	Lead School Resource Officer	FLSA:	Non-Exempt
Department/Site:	Police Services	Salary Grade:	29
Reports to/Evaluated by:	Captain Police Services	Salary Schedule:	Classified

SUMMARY

Assigns, trains, monitors, and performs proactive security, intervention, law enforcement, and public information duties ensuring a safe environment for students, staff, and the public while on District or school campus properties. Provides partial supervision of and serves as a resource to officers and/or service teams.

DISTINGUISHING CAREER FEATURES

The Lead School Resource Officer is an appointed position culminating from a two-level career ladder for licensed peace officers who serve as Lead School Resource Officer. Incumbent is fully competent to perform all of the duties of the position and have Intermediate P.O.S.T. Certification. Must have passed a physical agility test and have additional certifications. Advancement to Lead School Resource Officer is based on need and requires three years experience as a School Resource Officer. Advancement to Lead School Resource Officer also requires the ability to lead and facilitate work assignments and priorities to individual and teams of officers that maximize student attendance and welfare serving as school-to-home liaison.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises and participates as a member of a multi-skilled team for maximizing student safety, attendance, and welfare within a designated geographic area of school sites.
- Prioritizes and issues special instructions, orders, and assignments to each work shift. Serves as facilitator for communications between school sites, the Student Services and School Attendance (SSSA) Department, and officers/specialists assigned to promote student attendance.
- Oversees and personally patrols designated areas of the District to preserve law and order. Serves as a mentor to other officers.
- Serves as a primary point of contact to enhance day-to-day public relations with students, staff, and the public in a way that establishes and maintains rapport with the school/student community.
- Develops proactive programs that anticipate and intervene in potential and actual incidents where students and or property may be at risk of harm or damaged.
- Sets up programs and routines to protect District property and facilities. Performs periodic quality checks of officers’ performance in providing for safety and security.
- Establishes, monitors, and communicates with officers, the scheduled presence of authorized individuals and groups and provides training on identifying presence of unauthorized persons on grounds or in buildings.

- Responds to complaints and hazardous situations. Conducts investigations of reported injuries and accidents. Responds to incidents putting students, staff, and the general public at risk or harm. Interviews victims, complaints, and witnesses. Contacts a law enforcement jurisdiction for interrogation of suspects. May testify and present evidence in court.
- Arranges and assigns security at District and school site functions as required. Communicates schedules for opening and closing of buildings and rooms for meetings. Oversees directing of traffic, control of parking and safe movement of vehicles in parking areas.
- Detects and reports fire hazards. Extinguishes small blazes and reports fires to the local Fire Department using established emergency communications protocols. Responds to fire and burglar alarms. Summons police and fire department personnel as needed. Directs traffic at fire, special events, and other congested situations.
- Contacts and cooperates with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
- Assures proper functioning of equipment. Notifies designated personnel regarding impaired equipment and malfunctions.
- Answers questions from students, staff and the public concerning local and State laws, procedures and activities of the Department. Provides information and responds to questions from students, staff, and the public.
- Participates in and may facilitate various task force groups comprised of District and other community service agencies such as, but not limited to emergency preparedness, gang intervention, etc.
- Conducts formal training of officers and other staff engaged in Student Services and School Attendance Department matters.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge and Skills: The position requires considerable knowledge of the methods and practices and procedures of effective law enforcement including those used in patrol, crime prevention, traffic control, investigation, and identification. Requires in-depth knowledge of the pertinent Federal, State, local and District laws and ordinances including applicable sections of the Calif. Penal code, State Education code, Motor Vehicle code, Health and Safety Code, and business and professional and laws related to the area of responsibility. Requires a thorough procedural understanding of criminal law and criminal procedures with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the seizure and preservation of evidence. Requires a working knowledge and skill at conducting investigations. Requires understanding of and skill at applying advanced interviewing techniques, vehicle operations and safe driving practices, standard broadcasting procedures using a police radio system, and crowd, vehicle and pedestrian control. Requires sufficient math skills to record distances, numbers, and times. Requires sufficient writing skill to prepare incident reports. Requires sufficient human relations skill to resolve confrontation, affect behavior of others, facilitate small group processes, supervise the work of others, and convey a positive image of the District.

Abilities: Requires the ability to perform all of the duties of the position effectively and efficiently with minimal supervision. Must be able to utilize all of the tools and equipment of the position in a safe and responsible manner. Must be able to analyze situations quickly and objectively and determine and take effective action. Must be able to use appropriate defense measures to protect self or others in adverse situations. Requires the ability to meet standards of physical stature, endurance and agility established by the District. Must be able to maintain two-way radio communication with local police authorities, District central dispatch, and administrators. Must be able to administer first aid in emergency situations. Requires the ability to develop and implement programs, make and review work assignments, and conduct training of Officers. Requires the ability to communicate effectively with students, in a multi-ethnic setting and to interact both formally and informally with District staff, outside agency personnel and the general public.

Physical Abilities: Incumbent must be able to work indoors and outdoors while engaged in work primarily of an active nature, and in addition to or concurrently with meeting P.O.S.T. physical suitability requirements. Requires the ability to maintain cardiovascular fitness in order to run, for the purpose of apprehending fleeing suspects, to accomplish crowd control, and to function well under stressful conditions. Requires near and far visual acuity to observe campus activity and read reports and written instructions. Requires hearing for ordinary conversation and to hear other sounds in order to respond to normal and emergency situations. Requires ambulatory ability to stand and walk for extended periods of time, physical strength to carry up to 150 pounds on an occasional basis, and agility to respond to emergency situations.

Education and Experience: The position typically requires a High School diploma or equivalent supplemented by specialized, successful training in law enforcement by a recognized academy. Requires three years of full time experience as a sworn law enforcement officer and one of the following training regiments or equivalent: intermediate, one additional certificate, and competencies defined above.

Licenses and Certificates: Requires a valid California Driver's License. Requires possession of a P.O.S.T. Certificate. Requires current First Aid and CPR certification.

Working Conditions: Work is performed indoors and outdoors where safety and health considerations exist from temperature extremes, physical effort, and dangerous incidents.