

DeKalb County School District Position Specification

Title: Officer, School Resource

DIVISION	School-Based		
DEPARTMENT	School-Based		
REPORTS TO	Principal; Sergeant, Resource Officer		
CLASSIFICATION	Security II	LEVEL	SE2
CALENDAR	10 Month	FLSA	Non-Exempt
RETIREMENT	Teachers Retirement System	APPROVED (HR)	07/02/2012

General Statement of Job

Under general supervision, patrols DeKalb County School District (DCSD) sites and adjacent areas to protect students, staff, equipment and property from criminal activity; responds to security alarms and calls for assistance at DCSD sites; investigates and reports criminal activity; provides indirect supervisory support to Campus Security personnel.

Specific Duties and Responsibilities

Essential Functions:

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Assists the school principal in developing plans for a safe school environment.
- Patrols roads and streets near school sites in a school security vehicle and on foot to protect against crimes such as vandalism, burglary, trespass and theft; detains suspects and calls for assistance of local law enforcement agencies when arrest is required; prepares written incident reports.
- Enforces traffic laws on and around campus public streets; writes traffic citations and make criminal arrests when needed.
- Responds to dispatcher calls for assistance at sites where disturbances and unruly behavior among students or by adults occur; collaborates with site administrators in making a demonstration of authority to keep order.
- Conducts K-9 searches for illegal drugs on DCSS property and when called on by other agencies; conducts searches of students' personal effects to

determine possession of illegal substances or materials where probable cause exists or the search is incident to an arrest.

- Patrols areas adjacent to schools identified as locations of loitering by students and adults; requests identification of students as appropriate; transports truant students to school or the Truancy Center; transports students home as directed by appropriate administrators with authorization by a sergeant in a marked police vehicle.
- Participates in discussions with individual students, parents and school district staff for the purpose of channeling student activities into acceptable behavior, good attendance and academic achievement.
- Responds to alarm calls at sites to determine if unauthorized entry or faulty operation of an alarm has occurred; resets alarms as needed.
- Performs as instructor for classes on law enforcement topics as well as drug and alcohol awareness.
- Prepares reports about crimes against school system property and offenses against school district personnel or students; coordinates reporting and intervening actions with other law enforcement agencies.
- Serves as a liaison between the community police department and school administration and staff.
- Reports safety hazards observed at sites while on patrol.
- Provides testimony in court when needed.
- Performs other duties as assigned.

Education and/or Experience:

Bachelor's Degree in Criminal or Juvenile Justice or related area from an accredited college or university preferred. High school diploma or GED equivalent required with minimum of three (3) years of military, security, and/or law enforcement experience is required. Previous experience working with security issues, safety concerns, and/or social work with high risk students preferred. Ability to demonstrate the level of proficiency necessary to perform the duties of the specified position.

Certificates, Licenses, Permits:

Georgia Peace Officers Standard and Training PBLE Certification prior to employment required. Annual Firearms Qualification required.

Knowledge, Skills & Abilities:

May require:

Knowledge of rules and regulations pertaining to the protection of building and grounds belonging to the DCSD; Georgia Criminal Code, relevant Education Codes, and City and County ordinances relating to theft, burglary, arson, malicious mischief, trespass, other criminal matters and law

enforcement procedures; juvenile court law; DCSD's rules and regulations; DCSD Code of Student Conduct; and DCSD's alarm system.

Skill in conflict resolution; techniques of group and crowd control; handgun and other assigned weapon use and safety procedures; patrol and security methods and procedures; and operation of a vehicle observing legal and defensive driving practices.

Ability to operate two-way radio; operate school system's police vehicles; use relevant computer applications; think clearly and logically; use good judgment and make rapid and appropriate decision in emergency situations; deal effectively with students and maintain good public relations; exercise physical force legally when necessary in retaining and assisting in an arrest in accordance with Standard Operating Procedures; and maintain clear and accurate records.

ADA Requirements:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of force greater than that for sedentary work and the worker sits most of the time, the job is rated light work. Occasionally exerting over 100 pounds of force in arrest situations.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which one must convey detailed or important spoken instructions to others accurately, loudly, or quickly.

Hearing: Ability to receive detailed information through oral communication and to make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

Performance Factors:

Interaction with Others: Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal or failure to communicate. Ability to be flexible relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

Concentration: Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only few or no errors.

Stressful Circumstances: Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions

are given relative to a project that may be in process. Ability to maintain composure and not compound a situation when interacting with persons who may be angry, demanding or otherwise less than polite.

Independent Judgment: Ability to complete work tasks without being given precise directions relative to work steps or the final project.

Organizational Skills: Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

Decision Making: Ability to make appropriate business decisions.

Attention to Detail: Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

Public Contact: Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school system. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.

Attendance and Dependability: Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.