

<u>JOB TITLE:</u>	<u>REPORTS TO:</u>	<u>WORK YEAR/DAY:</u>	<u>SALARY GRADE:</u>
School Resource Officer	Anchorage Police Department Chief & AISD Superintendent	188 days	Anchorage Police Department Salary Schedule

SCOPE OF RESPONSIBILITIES:

Serves as the main security resource of the school. Provides security and assists in development of safety plans for school district. Serves as a positive role model and collaborates with administrators and teachers to provide safety training for students.

PERFORMANCE RESPONSIBILITIES:

1. Provide law enforcement and police services to the school, school grounds and areas adjacent to the school.
2. Maintain a responsible image by reflecting a positive attitude of the Anchorage Public School System and Anchorage Police Department.
3. Work to prevent juvenile delinquency through close contact and positive relationships with students.
4. Develop crime prevention programs and conduct security inspections to deter criminal or delinquent activities. The SRO should monitor crime statistics and work with local patrol officers and stakeholders to design crime prevention strategies.
5. Establish and maintain a close partnership with school administrators in order to provide for a safe school environment. Assist school officials with their efforts to enforce Board of Education policies and procedures. Ensure school personnel safety by being present during school searches, which may involve weapons, controlled dangerous substances or in such cases that, the student's emotional state may present a risk to the staff member.
6. Assist school administrators in emergency crisis planning and building security matters.
7. Assist school administrators in planning and providing training for school personnel in handling crisis situations, which may arise at the school.
8. Be visible within the school community. Attend and participate in school functions as assigned. Build working relationships with the school's staff as well as with student and parent groups.
9. Work with guidance counselors and other student support staff to assist students and to provide services to students involved in situations where referrals to service agencies are necessary. Assist in conflict resolution efforts.

10. Initiate interaction with students in the classroom and general areas of the school building. Promote the profession of police officer and be a positive role model. Increase the visibility and accessibility of police to the school community.
11. Maintain Records related to job responsibilities.
12. Respond positively to inquiries from the community, students and staff.
13. Comply with approved AISD and APD policies and procedures.
14. Notify Assistant Principal if sick, personal or emergency days are needed.
15. Performs other duties as assigned by Chief of Police, Principal and/or Superintendent.

MINIMUM QUALIFICATIONS:

1. Meets statutory KRS 158.441 requirements to be a School Resource Officer
2. Valid driver's license
3. High school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law

Physical Requirements:

1. Ability to lift, carry, push or pull light weights
2. Bending, squatting, crawling, climbing and reaching
3. Use of hands for simple grasping and fine manipulations
4. Ability to communicate effectively
5. Work is performed while standing, sitting and/or walking
6. Vision sufficient to see details of objects more than a few feet away
7. Vision sufficient to see details of objects less than a few feet away