

THE LIMESTONE COUNTY COMMISSION HAS AN OPENING FOR:

PART TIME SCHOOL RESOURCE OFFICER (2)

**Alabama Career Center
1819 Bassett Avenue, SE
Decatur, AL
Phone: (256) 355-0142**

Or

**Limestone County Commission
310 W. Washington St.
Athens, AL
Phone: 256-233-6400**

MONDAY THROUGH FRIDAY, 8:00 A.M. UNTIL 4:30 P.M.

**SEE ATTACHED JOB DESCRIPTION FOR TYPICAL DUTIES AND
RESPONSIBILITIES.**

SALARY \$12.98 PER HOUR

APPLICATION WILL BE ACCEPTED THROUGH FRIDAY

AUGUST 11, 2017.

AN EQUAL OPPORTUNITY EMPLOYER (M/F/V/D)

Limestone County

JOB DESCRIPTION

Job Title: Part Time School Resource Officer

Department: Sheriff's Office

FLSA: Nonexempt

Grade: V, Step 2

Job Description Prepared: July 2017

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Chief Deputy

Subordinate Staff: None

Other Internal Contacts: Sheriff, Patrol Captain, Patrol Lieutenants

External Contacts: Superintendent of Education, School Principals, School Administrators.

Job Summary

Under the general supervision of the Chief Deputy, the employee performs duties related to the safe operation of area schools. Employee registers students for on-campus parking, patrols parking lots, and monitors drop-offs and pick-ups. Employee maintains a presence in hallways, cafeterias, and gymnasiums. Employee also plans lessons for presentation to classes.

Job Domains

A. Daily School Duties

1. Provides safety and security to area schools.
2. Registers students for on-campus parking; creates applications; collects insurance, license plate and driver's license information; enters into computer.
3. Researches lesson plans for presentation to classes; conducts classroom activities involving a wide range of topics to include security, crime prevention, drug/alcohol education, and other related issues as approved by the school administration.
4. Remains as presence in school and a trusted authority figure to students; builds rapport with students.
5. Documents activities on and off assigned campus; maintains monthly activity report for submission to supervisor.
6. Attends most after school home functions such as athletic events, dances, pep rallies, and graduation exercises.
7. Supervises traffic at the beginning and end of each school day to ensure the safety of all students.
8. Patrols the parking lots ensuring student's safety upon arrival in the morning and departure in the afternoon; deters reckless driving; ensures only active students enter campus.
9. Improves schools image as a safe learning environment; deters misconduct by remaining highly visible in halls, cafeteria, and gymnasium.
10. Escorts school nurse or other school officials on home visits.
11. Serves as a role model to students, especially in terms of appropriate attitudes and respect.
12. Assists school administration with anyone who is causing disruption; deals with truancy issues and any criminal activities occurring on campus.
13. Performs on-going security checks of campus; makes recommendations to school administrator.
14. Functions as an information gathering source for law enforcement and juvenile probation officials.

B. Planning/Administrative Duties

1. Attends SRO conference to receive updates on any changes to law, presentations from DHR representatives and Attorney General; receives training on school security methods and techniques.

2. Attends parent and faculty meetings as requested by school administrator.
3. Attends monthly meetings with other SROs and school official to exchange information and ideas.
4. Gains familiarity with community agencies that offer assistance to youth and their families such as mental health clinics, drug treatment centers, and juvenile authorities; makes referrals when needed.
5. Attends conferences with students, parents, and faculty members; attends truancy hearings when necessary.
6. Makes all reports available to supervisor.
7. Prepares and gives presentations at faculty in-service meetings, parent education meetings, PTA/PTO meetings, and community organization meetings.
8. Checks in at Sheriff's Office to retrieve memos, phone messages, and other items pertinent to the job.
9. Serves as liaison between the Sheriff's Office and school personnel/parents.
10. Assists school administrators in developing and implementing plans and strategies to prevent and handle dangerous situations.
11. Coordinates with Sheriff's Office personnel to plan and execute school searches.
12. Performs other duties as assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of County and department rules, regulations, policies, and procedures.
2. *Knowledge of the County and road system.
3. *Knowledge of County, State, and Federal law and court procedures.
4. Knowledge of disaster and emergency procedures.
5. Knowledge of maintenance and use of different types of weapons.
6. Knowledge of educational law and its application.
7. Knowledge of the law as it relates to juveniles.
8. Knowledge of modern approved principles, practices, and procedures.
9. Knowledge of Accident Manual, Alabama Criminal Code, and Alabama Motor Vehicle Laws.
10. Knowledge of proper firearms use and maintenance of standard issue firearms.
11. Verbal skills to communicate factual information to co-workers, supervisors, general public, and court personnel.
12. Reading skills to read and understand department rules, regulations, policies, and procedures.

13. Writing skills to clearly, accurately, and neatly complete routine reports and other related paperwork.
14. Computer skills to create required documents.
15. Listening skills to receive radio calls, take complaints, and interview witnesses.
16. Driving skills to safely and effectively operate department vehicle under adverse conditions.
17. Ability to pursue and detain a fleeing or belligerent individual.
18. Ability to work independently without close supervision.
19. Ability and physical tolerance to work outdoors under adverse conditions.
20. Ability to analyze situations and adopt quick, decisive, effective, and reasonable courses of action.

Minimum Qualifications

1. Possession of a high school diploma or GED.
2. Possession of and ability to maintain APOST certification.
3. At least two years' experience as a Patrol Deputy.
4. Ability to complete SRO training as required.
5. Possession of a current and valid Alabama driver's license.
6. Ability to pass background check.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g. working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching or crawling in restricted areas, and defending oneself or others from physical attack.