

<b>Job title</b>	<i>School Resource Officer</i>
<b>Reports to</b>	<i>Principal</i>

### Job purpose

The purpose of the School Resource Officer is to utilize best practices as it relates to school safety procedures, minimizing potential threats to the school, acting as the main security resource of Ignite Achievement Academy. The SRO should be patient, with an even temper, and have the ability to mediate all situations.

### Duties and Responsibilities

- Assisting with breaking up fights, arguments and assisting all parties to talk through their differences.
- Detaining or arresting students and adults who are breaking the law regarding drugs, bringing weapons to school, or making threats to the school.
- Conducting lawful searches of student's person and property if they are suspected of breaking the law and ensuring the school administrators' safety during these searches.
- Patrolling the school grounds, ensuring overall safety, viewing videos and security monitors, and watching for strangers or suspicious activity.
- Working special events and directing foot and auto traffic if necessary.
- Giving presentations on school safety, drug and alcohol abuse, bullying, and online safety.
- Protecting the school and students against theft and property damage and assisting in medical emergencies.
- Maintaining positive relationships and contact with students to prevent juvenile delinquency. With a patient attitude and even temper.
- The ability to counsel and interact with scholars.

\*Other duties as assigned

### Qualifications & Skills

- High school or equivalent
- A certification from a police academy with training in a school setting.
- A background in criminal justice may be advantageous.
- A first aid and CPR certificate.
- A clear drug and criminal background check.
- A patient attitude and even temper.
- The ability to counsel and interact with scholars.

**Physical requirements**

Must have ability to sit and/or stand for extended periods of time and capable of bending and lifting light to minimally heavy objects.

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	