

**RANDOLPH CENTRAL SCHOOL CORPORATION
JOB DESCRIPTION**

TITLE: School Resource Officer (2nd Position) for 2021-2022 School Year

REPORTS TO: Superintendent of Schools

JOB SUMMARY: This position is under the direct supervision of the Superintendent of Schools and the current District Resource Officer and is responsible for the protection, safeguarding, and security of students, personnel, assets, and all visitors.

ESSENTIAL JOB FUNCTIONS:

- Reports to duty at their scheduled time.
- Has a hand held radio on at the start of shift and remains within radio contact at all times and accessible via cellphone at all other times.
- Patrols all buildings and properties owned by RCSC.
- Monitors all schools throughout shift.
- Responds to all calls and collects information.
- Responds/monitors scene of accidents on RCSC property or involving RCSC vehicles.
- Serves as a member of the district Safety Committee and provides support to building level safety committees.
- Oversees the training of all staff for the A.L.I.C.E. protocol.
- Adheres to RCSC officer's dress code.
- Serves as a liaison between RCSC and local law enforcement agencies.
- Gets acquainted with students who are troubled and be a consistent presence with them in hallways/lunchroom.
- Assist with arrival and dismissal traffic when needed.
- Maintain confidentiality of information. Maintains relationship of trust and loyalty.
- Performs other duties as assigned.

SKILLS AND KNOWLEDGE:

- Must be able to stand for prolonged periods, extensive walking of grounds
- Ability to communicate effectively both orally and in writing.
- Ability to understand and follow standard operating procedures.
- Ability to perform duties in a professional manner and appearance.
- Ability to write and investigate required reports and make independent and good judgment decisions within proper policy and procedures.

EDUCATIONAL REQUIREMENTS:

- High School diploma or equivalent required plus any Security /Law Enforcement experience preferred.
- Must have police powers.
- Must be at least 21 years of age.

WORKING CONDITIONS:

- May be exposed to increment weather conditions, hazardous road conditions.
- This could be a full-time position for one officer or part-time position for multiple officers.