

SRO CHIEF

GENERAL RESPONSIBILITIES

To provide a safe atmosphere for employees and the general public in the central office and other school facilities. Also, to conduct evening patrols in an assigned zone of all school facilities monitoring school board property and alarm systems.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Help maintain building safety and security.
- Monitor halls, entrances and other locations for arrivals and departures.
- Provide information to the general public.
- Patrol school campus(es), hallways, restrooms, and parking areas throughout the school day and immediately after school releases.
- Escort disruptive students to locations specified by the school administration.
- Assist in developing safety plans for the administration building and emergency response procedures.
- Assist in fire drills and other safety procedures.
- Perform spotlight checks at schools within assigned zone and compile daily reports.
- Respond to disturbances, often working with police and fire personnel.
- Perform special assignments when necessary, such as surveillance at a school, making minor repairs and appearing in court.
- Prepare activity report during shift.
- Investigate unlawful activity and/or any violations of the school Code of Conduct.
- Prepare reports concerning problem incidences.
- Assist in coordinating repair to security vehicles.
- Maintain accountability of materials and equipment used by security guards.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of practices concerning the protection of school buildings and grounds; ability to understand and follow oral and written instructions; ability to recognize and identify activities or situations which have or may become a problem or emergency requiring immediate attention; ability to think and act quickly, effectively and responsibly under emergency situations; ability to establish and maintain effective working relationships with associates, students and teachers; ability to make independent judgments and respond to emergency situations; dependability, professionalism, thoroughness, leadership, good organizational and communication skills are a must.

EDUCATION AND EXPERIENCE

1. High school graduate or Equivalent.
2. Minimum of two years of college with course work in law enforcement. Experience in law enforcement field. A comparable amount of training and experience may be substituted for the minimum qualifications.
3. Must hold current Peace Officer Standards and Training Council (POST) certification and possess the legal authority to enforce the law through power of arrest, if necessary to preserve public order, protect life and/or property, and prevent, detect or investigate crimes.

PHYSICAL REQUIREMENTS

Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.