

Community Outreach Officer

Job Description



Job Title: Community Outreach Officer

FLSA: Non-exempt

Reports to: Police Sergeant

Pay Grade: 4101A

Dept./School: Police Department

Calendar Days: 257

Revised: 5.28.21

Primary Purpose

The Community Outreach Officer will function as a liaison between the student body, the Schools Office, the public, other departments, project teams and the Aldine ISD Police Department. The Officer will effectively communicate information about community events, community relationships and facilitate the public to interact with Aldine ISD Police Officers.

Qualifications

Education/Certification:

- High school diploma or GED
- Clear and valid Texas driver's license
- Texas Peace Officer License issued by Texas Commission on Law Enforcement (TCOLE)
- No sustained IAD or Administrative Complaints prior to application

Special Knowledge/Skills:

- Excellent written and verbal communication skills
- Strong organizational and interpersonal skills
- Ability to interact with youth and adults in a respectful and caring manner
- Ability to multi-task and self-manage responsibility
- Ability to work individually as well as in a team-oriented environment
- Willing to work a flexible schedule to include evenings, weekends and holidays
- Have a passion for building trust and respect between law enforcement and the community
- Proficient computer skills (Microsoft Office, Excel, Power Point, Social Media, etc.)
- Bilingual preferred, but not required

Experience:

- Three (3) years of full-time law enforcement experience

Major Responsibilities and Duties

Communication

1. Ensure citizens are notified of upcoming projects.
2. Conduct and lead project related meetings with the public.
3. Communicate and coordinate with other departments and/or the public to resolve concerns.
4. Continually evaluate and/or modify procedures and processes to better serve the Aldine community.

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5. Maintain the Aldine ISD Police Department public engagement websites.
6. Use all forms of outreach (visual and in-person) to engage, educate, lower trust barriers and build rapport with the Aldine community.

Reports/Records

7. Compile, maintain and file all reports, records and other documents as required

Other

8. Maintain confidentiality of information
9. Conform to Aldine ISD Police Department dress and grooming regulations.
10. Perform other duties as assigned by the Chief of Police and Superintendent of Schools.

Supervisory Responsibilities

None

Evaluation

The Police Officer's evaluation is a responsibility resting with the Chief of Police. An evaluation shall be completed in writing at least once during the course of each school year.

Work Environment

Mental Demands: Work with frequent interruptions, maintain emotional control under stress; prolonged long hours; on call 24 hours a day

Tools/Equipment Used: District vehicle, firearms, handcuffs, security equipment, two-way radio, alarm system and other security equipment, fire extinguisher, and standard office equipment including computer and peripherals

Posture: Prolonged sitting and standing; occasional bending/stooping, pushing, /pulling, and twisting

Motion: Strenuous walking and climbing; frequent keyboarding/mouse, prolonged driving

Lifting: Moderate lifting and carrying (15–44 pounds)

Other: Specific hearing and visual requirements; may be subject to adverse and hazardous working conditions including violent and armed confrontations; ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.