

DeKalb County School District

Position Specification

Title: **Officer, School Resource**

DIVISION: School-Based or Central Office
DEPARTMENT: School-Based or Central Office
REPORTS TO: Principal; Sergeant, Resource Officer
RETIREMENT: Teachers Retirement System

GRADE/SCHEDULE: 117
WORKDAYS: 190/246
FLSA STATUS: Non-Exempt
APPROVED (HR): December 1, 2021

GENERAL STATEMENT OF JOB

Under general supervision, patrols DeKalb County School District (DCSD) sites and adjacent areas to protect students, staff, equipment, and property from criminal activity; responds to security alarms and calls for assistance at DCSD sites; investigates and reports criminal activity; provides indirect supervisory support to Campus Security personnel.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

The following duties are representative of this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

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| <ul style="list-style-type: none">Assists the school principal in developing plans for a safe school environment |
| <ul style="list-style-type: none">Patrols roads and streets near school sites in a school security vehicle and on foot to protect against crimes such as vandalism, burglary, trespass, and theft; detains suspects and calls for assistance of local law enforcement agencies when an arrest is required; prepares written incident reports |
| <ul style="list-style-type: none">Enforces traffic laws on and around campus public streets; writes traffic citations and makes criminal arrests when needed |
| <ul style="list-style-type: none">Responds to dispatcher calls for assistance at sites where disturbances and unruly behavior among students or by adults occur; collaborates with site administrators in making a demonstration of authority to keep order |
| <ul style="list-style-type: none">Conducts K-9 searches for illegal drugs on DCSS (DeKalb County School System) property and when called on by other agencies; conducts searches of students' personal effects to determine possession of illegal substances or materials where probable cause exists, or the search is incident to an arrest |
| <ul style="list-style-type: none">Patrols areas adjacent to schools identified as locations of loitering by students and adults; requests identification of students as appropriate; transports truant students to school or the Truancy Center; transports students home as directed by appropriate administrators with authorization by a sergeant in a marked police vehicle |
| <ul style="list-style-type: none">Participates in discussions with individual students, parents, and school district staff for the purpose of channeling student activities into acceptable behavior, good attendance, and academic achievement |
| <ul style="list-style-type: none">Responds to alarm calls at sites to determine if unauthorized entry or faulty operation of an alarm has occurred; resets alarm as needed |
| <ul style="list-style-type: none">Performs as instructor for classes on law enforcement topics as well as drug and alcohol awareness |
| <ul style="list-style-type: none">Prepares reports about crimes against school system property and offenses against school district personnel or students; coordinates reporting and intervening actions with other law enforcement agencies |

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.

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| • Serves as a liaison between the community police department and school administration and staff |
| • Reports safety hazards observed at sites while on patrol |
| • Provides testimony in court when needed |
| • Performs other duties as assigned |

MINIMUM QUALIFICATIONS

- High school diploma or GED equivalent required.
- Bachelor's Degree in Criminal or Juvenile Justice or related area from an accredited college or university preferred.
- Minimum three (3) years of military, security, and/or law enforcement experience is required.
- Previous experience working with security issues, safety concerns, and/or social work with high-risk students preferred. Ability to demonstrate the level of proficiency necessary to perform the duties of the specified position.
- Georgia Peace Officers Standard and Training PBLE Certification before employment required. Annual Firearms Qualification required.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of rules and regulations pertaining to the protection of buildings and grounds belonging to the DCSD
- Knowledge of Georgia Criminal Code, relevant Education Codes, and City and County ordinances relating to theft, burglary, arson, malicious mischief, trespass, other criminal matters, and law enforcement procedures; juvenile court law
- Knowledge of DCSD's rules and regulations and DCSD Code of Student Conduct and DCSD's alarm system
- Skill in conflict resolution and techniques of group and crowd control
- Knowledge of handguns and other assigned weapon use and safety procedures
- Knowledge of patrol and security methods and procedures; and operation of a vehicle observing legal and defensive driving practices
- Ability to operate two-way radio and operate school system's police vehicles
- Ability to use relevant computer applications and think clearly and logically
- Ability to use good judgment and make rapid and appropriate decisions in emergencies
- Ability to deal effectively with students and maintain good public relations
- Ability to exercise physical force legally, when necessary, in retaining and assisting in an arrest in accordance with Standard Operating Procedures and maintaining clear and accurate records

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of force greater than that for sedentary work and the worker sits most of the time, the job is rated light work. Occasionally exert over 100 pounds of force in arrest situations.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

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Talking: Expressing or exchanging ideas using the spoken word. Those activities in which one must convey detailed or important spoken instructions to others accurately, loudly, or quickly.

Hearing: Ability to receive detailed information through oral communication and to make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

PERFORMANCE FACTORS

Interaction with Others: Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal, or failure to communicate. Ability to be flexible relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

Concentration: Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only a few or no errors.

Stressful Circumstances: Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not compound a situation when interacting with people who may be angry, demanding, or otherwise less than polite.

Independent Judgment: Ability to complete work tasks without being given precise directions relative to work steps or the final project.

Decision Making: Ability to make appropriate business decisions.

Organizational Skills: Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

Attention to Detail: Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

Public Contact: Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school system. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.

Attendance and Dependability: Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.

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