



SCHOOL SAFETY OFFICER (SSO)

QUALIFICATIONS:

1. Three years of certified law enforcement experience.
2. At least 23 years of age.
3. Consent to and pass rigorous background investigation.
4. High School Diploma or GED.
5. Complete a 40-hour School Resource Officer Basic Course, as approved by the Mississippi Department of Education, within 2 years of hire.
6. Other requirements as outlined by the Board of Administration

REPORTS TO: Chief of Meridian Public School District Police Department and School Resource Officers.

JOB GOAL: To maintain a safe environment for students, teachers, and other school personnel. The School Safety Officer is typically responsible for ensuring the security of the school building, grounds, facilities, and the area immediately surrounding the school property.

TYPICAL DUTIES AND RESPONSIBILITIES: Such duties and responsibilities as may be assigned, including but not limited to:

1. Protects students, staff, and guests of the school district.
2. Supports school administrators and SROs.
3. Maintains heavy foot patrol of campus to enact visibility.
4. Implement crime deterrents if needed.
5. Escorts (Disciplinary Form).
6. Executes emergency responses when necessary.
7. Partners with administrators to ensure and maintain a safe and orderly campus that promotes learning.
8. Provides verbal communication to the students, faculty and staff and patrons.
9. Sets unpredictable patterns of patrol.
10. Documents all incidents of service.
11. Reports and documents security and maintenance issues.
12. Serves as a positive role model.
13. Performs other related tasks as assigned by the Chief of Campus Police, the School Resource Officers, the Assistant Superintendent of Accountability & Student Services, as designated by the Superintendent.
14. Demonstrates prompt and regular attendance.
15. Supports the Meridian Public School District Mission, Vision, and Strategic Plan.

TERMS OF EMPLOYMENT: Pay rate based on assigned school safety officer pay schedule, reporting eight hours per day for 187 days per year.

EVALUATION: Annually