

**Rich Township High School District 227
Position Description**



Job Title: Police Liaison Officer

Reports To: Designated Administrator

Terms of Employment: Ten month employee, part-time*
Hourly salary as established by the Agreement
Shift Hours: 7am-12pm; 12pm-4pm; 4pm-9pm

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Must be a registered State of Illinois Police Officer.
2. Ability to cooperate with administrators, faculty, staff, parents, and students.
3. Evidence of good judgment, trustworthiness, flexibility and emotion maturity.
4. Active full time or part time police officer or retired police officers in good standing.
5. Previous experience in a school environment preferred.

*No individual shall work more than 500 hours as a part-time Police Liaison Officer for School District 227 in any fiscal year period (July 1 – June 30). If an individual is hired as a Police Liaison Officer during the school term, he or she shall not work more than 500 hours in such position during the next 12 months following the individual’s initial date of hire.

JOB GOALS

The officer in charge will ensure student residency

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Monitors designated areas of the buildings and grounds.
2. Accepts other tasks on an as needed basis.
3. Wear uniforms per school district guidelines.
4. Maintain high visibility throughout the school day, supervise traffic, patrol parking lots, hallways, cafeteria areas, gym areas, etc.
5. Assist the school administration in the development and implementation of the Crisis Plan.
6. Conduct classroom activities to enhance students’ knowledge and understanding to matters related to law enforcement.
7. Must maintain confidentiality.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see, and use repetitive motions, while performing the duties of this job, the employee may frequently lift and/or move up to 75 pounds or more. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

PREPARED DATE: September 2013