

## SHAWNEE MISSION SCHOOL DISTRICT

### *Job Description*

<b>Position Title</b>	<b>District Resource Officer</b>
<b>Department</b>	<b>Safety and Security</b>
<b>Reports To</b>	<b>Director-Chief of Police</b>
<b>Days\Hours</b>	<b>261Days \ 8 Hours</b>
<b>Salary Schedule</b>	<b>CLAS\O\ Step 01-18</b>

### Summary

The district police officer position is a state certified, and district commissioned police officer who performs both general and specific police duties for the district.

### Essential Duties and Responsibilities: *Other duties may be assigned*

- Performs all typical police duties and responsibilities such as random patrol, making arrests, writing reports, cataloging evidence and assisting the public.
- Issues student vehicle parking permits endeavoring to maintain safe parking and traffic patterns on the properties.
- Performs specific responsibilities typical of a school resource officer position to include working with and assisting the student body but specifically students at risk to both succeed and to avoid the criminal justice system.
- Conduct investigations when appropriate and at their conclusion file appropriate cases with the state or local court.
- During those times when school is not in session, officers may be assigned to other duties as assigned by the Director of Safety and Security.
- Work closely with the school principal and his or her administrative staff as part of a localized school task force to achieve all goals for the welfare of the students.

### EDUCATION AND/OR EXPERIENCE:

- Police Academy training is required and must meet the state requirements for certification.
- Must be physically able to conduct all required police functions, responsibilities and duties.
- Must be a citizen of the United States.
- Must be able to overcome physical resistance, restrain individuals when required without injury and demonstrate competent self-defense skills.
- Must possess valid motor vehicle operator's license and be able to provide own transportation to schoolwork sites.
- Must be able to work with students in a mature and acceptable manner showing compassion and patience.
- Must have demonstrated good judgement.

**Language Skills:**

- Ability to read and interpret documents including the analysis of district assessment data.
- Ability to effectively write detailed reports and correspondence.
- Ability to communicate well, verbally and in writing, with parents, patrons, staff and students.
- Ability to speak in front of large and/or small groups.
- In addition, as an organization/community that reflects and appreciates diversity, bilingual communication skills are noted and valued.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*