

Job Description  
for  
**SCHOOL RESOURCE OFFICER**

**Summary**

The School Resource Officer is a sworn certified member who possesses all the requisite knowledge, skills and physical abilities incumbent upon the position of an entry level officer. The School Resource Officer works in assigned schools, maintaining effective resources between school officials, students, parents and law enforcement officials. The member performs operations and public relation duties and tasks specific to the position.

The School Resource Officer teaches appropriate classes to students, counsels students, attends disciplinary hearings when asked, attends social or athletic events, attends PTA meetings, gathers intelligence, enforces laws, investigates crimes and complaints, and prepares statistical reports.

The most important and essential job function of the position is attitude and includes the following: getting along with co-workers, cooperating with co-workers, responding politely to the public, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The member may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

**Education**

- High School or GED
- Two-year College Degree Preferred

**Required Education, Professional Certification or License:**

- New Hampshire Driver's License
- New Hampshire Full Time Officer's Certification
- Prefer two (2) year degree
- Prefer Instructor's Technique Certification or Basic School Resource Officer class

**Required Professional Experience:**

Three (3) years' experience as a Full-Time Certified Police Officer in the State of New Hampshire.

**Status**

- Sworn Certified

**Duration:**

The SRO is **not a permanent position**, it is an assignment. The assignment may be subject to funding by Grants, the District, the Town or all of the above. The SRO will be evaluated on a yearly basis to ensure goals and objectives are being met. It is essential that the right “fit” in the school setting satisfies the needs of all stakeholders.

**Blood and Viral Pathogen Risk**

- Foreseeable Exposure

**Environmental Conditions**

- Works primarily in an office or classroom environment
- Requires some exposure to inclement weather
- Sometimes exposed to physical confrontations or violence

**Required Skills and Knowledge**

- |   |   |
|---|---|
| • Knowledge of Lincoln Police General orders    | • Ability to read and write English           |
| • Knowledge of NH RSA's                         | • Ability to operate a motor vehicle          |
| • Knowledge of police procedures and techniques | • Ability to field questions                  |
| • Knowledge of referral agencies                | • Ability to process and evaluate information |
| • Knowledge of Resistance/Control Continuum     | • Basic English grammar skills                |
| • Knowledge of emergency procedures             | • Communication skills                        |
| • Knowledge of first aid and CPR                | • Problem resolution skills                   |
| • Knowledge of crowd control techniques         | • Interpersonal skills                        |
| • Knowledge of officer safety techniques        | • Public speaking skills                      |
| • Knowledge of School Board policy              | • Teaching skills                             |
|   | • Basic mathematical skills                   |
|   | • Interviewing skills                         |

**Physical Requirements**

- |                          |   |
|--------------------------|---|
| • Jump                   | • See at normal range or with accommodations  |
| • Climb                  | • Hear at normal level or with accommodations |
| • Lift 90 lbs.           | • Speak English understandably                |
| • Walk                   | • Manual dexterity (normal)                   |
| • Run                    | • Mobility                                    |
| • Sit for long periods   | • Physical agility                            |
| • Stand for long periods |   |

## **Essential Duties**

### *Operations*

- Teach classes
- Prepare statistical reports
- Counsel students
- Attend disciplinary hearing when asked/parent conference when asked
- Participate in emergency drills
- Gather intelligence
- Be a visible, active law enforcement figure
- Participate in student activities
- Be a resource for teachers, students and parents
- Familiarity with resources, mental health clinics, drug treatment centers

### *Public Relations*

- Attend social or athletic events
- Attend PTA meetings
- Attend School Board meetings when asked

## **Duty Hours**

The SRO's duty hours will normally be 07:00 AM to 3:00 PM Monday through Friday, with the understanding that the SRO will be on District Property from 07:15 AM to 2:45 PM, unless there is an early release, school is not in session, or the SRO's duties require leaving the district property (training etc.) The normal pay week is 42 hours, so this accommodates for 2 hours a week for social or athletic events later in the day. When school is not in session, the SRO will be moved to the regular duty schedule.