

## OZARK R-VI SCHOOL DISTRICT JOB DESCRIPTION

**TITLE: DIRECTOR OF SCHOOL POLICE**

**QUALIFICATIONS:**

1. Ability to organize, prepare and maintain necessary state and local reports
2. Knowledge of local ordinances and state statutes
3. Knowledge of laws pertaining to search and seizure
4. Ability to work with the students and general public
5. Ability to work with and communicate with local law enforcement agencies
6. Train and supervise School Resource Officers
7. Plan and implement School Safety and Security Budget
8. Be a certified officer commissioned by the Christian County Sheriff or the Ozark City Chief of Police

**REPORTS TO:** Executive Director of Student Services

**JOB GOAL:** To assist in providing a safe and secure environment for students, visitors, parents and staff in the district and supervise and train staff

**PERFORMANCE RESPONSIBILITIES:**

1. Insure District Security by enforcing school policies to be followed by all persons on campuses including visitors
2. Investigate all reports of illegal activity
3. Conduct random checks of campuses including: Buildings, Parking Lots, and Vehicles to insure school safety
4. Conduct any internal investigations
5. Document and file incident reports to appropriate offices
6. Perform mandated reporting to local law enforcement agencies as required by the Safe Schools Act
7. Assess vehicular parking and traffic problems within the school district and recommend changes
8. Monitor traffic around the school district; Enforce and Resolve traffic violations and parking issues
9. Provide, hire and supervise security for activities as requested by the Athletic Director
10. Insure that procedures are updated and in place for the appropriate drills. (Fire, Tornado, Armed Intruder, etc.)
11. Respond to reports regarding violent situations
12. Assist in maintaining safe and secure environment on the school buses within the district and investigate any school bus incident
13. Assist administration in the daily operations of ensuring a safe school environment
14. Supervise and complete yearly evaluation for School Resource Officers
15. Prepare and oversee Safety and Security budget
16. Oversee and maintain all Safety and Security equipment
17. Prepare annual statistics for District Office

**PHYSICAL DEMANDS:** Requires medium to high levels of sitting, standing, walking, squatting, lifting, bending, twisting, and kneeling; requires manual dexterity sufficient to operate essential job related equipment such as vehicles, weapons, and other specialized equipment; must be sighted, hearing and mobile to such a degree as not to compromise safety rules or the safety of self and others while working; requires medium to high levels of carrying, pushing, pulling, reaching, and running; required to meet all applicable Federal, State, and Departmental physical fitness and physical training standards prior to and during employment

**TERMS OF EMPLOYMENT:** 12 month contract. Hours to be determined by the Executive Director of Operations

**TYPE OF POSITION:** Exempt

**EVALUATION:** Evaluated annually by the Executive Director of Student Services

**APPROVED BY SCHOOL BOARD:** February 21, 2019