CLARKSDALE MUNICIPAL SCHOOL DISTRICT

POSITION: Chief School Resource Officer

REPORTS TO: Superintendent or designee

SUPERVISES: Departmental Staff

LOCATION: Central Office

TERMS OF EMPLOYMENT: 9 months/187 days

QUALIFICATIONS:

1. Good physical health
2. Good supervisory skills
3. Meet Mississippi State Law Certification and State Law Enforcement Criteria
4. Good organizational and communication skills (oral and written)
5. Such other qualifications as may be set by the administration

JOB GOAL: To provide a safe and secure learning environment for all students and personnel of the Clarksdale Municipal School District and work to enhance the relationship between law enforcement and the Clarksdale Municipal School District community.

DUTIES & RESPONSIBILITIES:

Such duties and responsibilities may be assigned, including, but are not limited to:

1. Conforms to all state laws and regulations regarding law enforcement
2. Recruits and supervises all law enforcement personnel hired by the School District to assist in carrying out the duties of this office
3. Responsible for supervision of crowd control at all sporting events and extracurricular activities
4. Responsible for checking affidavits of students living within the district

5. Responsible for checking affidavits of students living outside the district
6. Responsible for directing traffic flow around schools when needed
7. Develops and maintains an office-friendly program in the School District
8. Attends all required meetings
9. Responsible for investigating any acts of theft, violence, or other acts that disrupt the operation and decorum of the schools
10. Develops recommendations for future needs and improvements concerning district safety and security
11. Submits all reports as required by the Clarksdale Municipal School District and the State of Mississippi
12. Keeps current all certification standards as required by the Clarksdale Municipal School District and the State of Mississippi
13. Administers drug education seminars throughout the district (at least one per month)
14. Work to enhance the relationship between law enforcement and the Clarksdale Municipal School District community
15. Demonstrates prompt and regular attendance
16. Supports the Clarksdale Municipal School District Mission, Vision, and Strategic Plan
17. Performs other duties as assigned

Staff Signature: _____ Date: _____

Administrator/Supervisor Signature: _____ Date: _____