CLARKSDALE MUNICIPAL SCHOOL DISTRICT

POSITION: School Safety Officer

REPORTS TO: Principal in conjunction with Chief SRO

SUPERVISES: N/A

LOCATION: Assigned School

TERMS OF EMPLOYMENT: 9 months/187 days

QUALIFICATIONS:

1. High school diploma or equivalent

2. Have excellent integrity and demonstrate moral character and initiative

3. Ability to stand and walk for long periods of time

JOB GOAL: Promote school safety

DUTIES & RESPONSIBILITIES:

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

1. Patrols and monitors hallways, restroom facilities, outside facilities, and other public and unsupervised places of the school to ensure the safety and well-being of students and staff and the security of the facility
2. Ensures a smooth traffic flow of students through the hallways, assisting students with on-time arrival to class and to assigned locations.
3. Assists with supervision in the breakfast and lunch periods and with morning arrival and afternoon dismissal of students.
4. Escorts disruptive students from classes when needed.
5. Assists the professional staff, SROs, and emergency personnel in handling emergencies or disruptive situations.

6. Recognizes unauthorized visitors and escorts them to exits.
7. Report any discipline infractions, unauthorized visitors, and acts of vandalism to the building administration
8. Notifies immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide, or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids
9. Participates in appropriate in-service and workshop programs.
10. Demonstrates prompt and regular attendance
11. Perform other duties assigned by supervisor

Staff Signature: _____ Date: _____

Administrator/Supervisor Signature: _____ Date: _____