

JOB TITLE: SCHOOL RESOURCE OFFICER (SRO)

QUALIFICATIONS: 1. Bachelor's degree in sociology or related subject.  
OR  
2. Minimum of four years experience in social work with juveniles in probation or allied services.  
3. Position will be appointed by the Presiding Circuit Judge with approval of school district.

REPORTS TO: Circuit Judge, Chief Juvenile Officer, Building Principal

SUPERVISES: None

JOB GOAL: To identify and intervene appropriately in cases where students are excessively absent from school. They may also assist school officials with delinquency issues, but may not conduct formal investigations of matters unrelated to truancy, unless specifically directed to do so by the Chief Juvenile Officer or his designee. Each school shall determine their particular needs and establish a protocol for the SRO to follow when enforcing the attendance policies of the respective school.

PERFORMANCE RESPONSIBILITIES:

1. Establish and maintain written records tracking students referred to the SRO for truancy
2. Investigate referred cases of truancy and determine an appropriate course of action
3. Organize informal adjustment conferences with parents, students, school officials and other necessary parties to discuss case-specific truancy problems
4. Conduct home visits when necessary
5. Monitor and investigate any case where the compulsory attendance law is alleged to have been violated or refer to substantiated cases to the Howell or Oregon County Prosecutor.
6. Submit weekly reports to school officials highlighting the previous week's activities
7. Maintain high visibility among the student population at each school, as well as attend a minimum of one extra-curricular school activity such as ball games, school dances, etc. At such functions, the SRO shall not perform duties normally performed by law enforcement officers.
8. Speak with teachers, students and civic organizations explaining the role of the juvenile court system and the SRO

