# Job Description
# MOORE PUBLIC SCHOOLS

**Job Title:** **K9 Handler/Courtesy Officer**

**Qualifications:**

**Training/Experience Required:** Retired Oklahoma law enforcement officer, including at least 4 years of experience with K9 handling. Must possess the State of Oklahoma CLEET retired officers' firearm permit.

**Special Skills, Knowledge, Abilities:**
Must possess basic communication skills to exchange information, give/receive instructions, and respond to inquiries. Must be able to communicate in clear, grammatically correct English.

Must possess the interpersonal skills necessary to be able to work effectively with law enforcement officials, other security organizations, and personnel from other school districts, as well as personnel with Moore Public Schools.

Must have the skills to compose effective correspondence.

Must be able to speak to people with poise and confidence, and must be able to effectively present information to administrators.

Must possess a general knowledge of laws and regulations pertaining to safe schools.

Must possess a general knowledge of current trends, methods, and developments in the areas of school safety and security.

Must be able to perform under stress and when confronted with emergency situations.

Must be able to maintain complete and accurate records and to develop meaningful reports when required.

Must be able to work well within a team environment – offering assistance and support to team members whenever necessary.

Must have the ability to work independently and to adapt to various work paces while always maintaining a high level of attentiveness and energy.

**Purpose of Position:** Under limited supervision, the incumbent will be paired with an explosives and weapons-detecting canine to oversee the daily safety and security of all Moore Public Schools' campuses.

**Contact with Others:** An incumbent of this position has regular contact with persons inside and outside the district. Such contact requires tact and diplomacy, independent judgment, and problem-solving skills. The employee must maintain confidentiality in performing job duties.

**Essential Job Functions (Performance Responsibilities):**
The incumbent of this position will need to:

1. Maintain yearly firearms qualification training pursuant to 21O.S.1289.8.

2. Maintain the State of Oklahoma CLEET retired officers' firearm permit.

3. Attend yearly active shooter training provided by Moore Public Schools in accordance with local law enforcement.

4. Attend initial training and yearly follow-up canine training in detecting explosives and weapons as determined by Moore Public Schools.

5. House and care of assigned explosives and weapons detecting canine.

6. Ensure the dog is well groomed, well trained, healthy, and public-ready every day.

7. Work with, care for, and maintain a high standard of daily training of an explosives/weapons detecting canine in order to perform searches of any and all Moore Public Schools' properties.

8. Must be willing to work flexible hours and be available for: training events outside of the standard work schedule, emergency response calls, walk-throughs at any and all MPS locations, and standby duty, all of which include weekends and nights.

9. Must maintain physical fitness in order to provide protective coverage or assistance during physically taxing activities.

10. Be student and employee centered so as to perform job functions with the safety and security of those individuals' utmost in decision making.

11. Keep the Director of Safety & Security informed on matters of safety and security.

12. Become completely familiar with the layout of each MPS school campus and location of all facilities.

13. Perform other duties as assigned/required.

**Supervision Exercised:** None

**Reports To:** Director of Safety and Security

**Physical/Mental Requirements and Working Conditions:**
The incumbent of the position must be physically able to operate a motor vehicle. He or she must also be able to exert any amount of force necessary to lift, carry, push, pull, or otherwise move heavy objects, including the human body. Must be physically able to walk and/or stand to a significant degree, as well as perform physically taxing activities on occasion.

**Terms of Employment:** 182 days

**Salary:** To be established by the Board of Education

**Evaluation:** Job performance will be evaluated by the Director of Safety and Security

Approved 10/14/2019