

Job Title: 2019-2020 - School Police Officer

Reports to: Field Supervisor, School Police

Work Schedule/FLSA Status: 9 months per year, Non-Exempt

Tenure Track: No

Social Security Contribution: Required

Salary: School Police, Code 91

Purpose Statement

The Springfield, Missouri Public School District is currently seeking qualified applicants for the position of School Police Officer.

The Springfield School District is Missouri's largest public school district and has built a reputation of academic excellence based on the outstanding performance of our students and schools. About 25,000 students attend 36 elementary schools, an intermediate school, 9 middle schools, 5 high schools and a variety of alternative education and choice programs.

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The School Police Officer provides support to the instructional process with specific responsibilities for the safety and welfare of students during classroom and non-classroom activities; minimizes the frequency and/or severity of harmful incidents; and communicates observations and/or incidents that have a potential impact on the general well-being of students, school personnel and/or visitors.

Essential Functions

- Analyzes activities that may be in violation of school policies and/or an indication of possible criminal activity (e.g. unauthorized visitors, threats against students, possible violations of school policy) for the purpose of assisting administrators, communicating corresponding information necessary for determining action and/or providing documentation.
- Assists the administration team for the purpose of researching incidents and investigating law violations.
- Communicates safety and security policies and enforcement procedures to students, staff and visitors (e.g. classroom presentations, special projects and program) for the purpose of ensuring their understanding of such information and the potential consequences of violation.
- Interacts with other school and district personnel, representatives of local law enforcement agencies, visitors, parents, students, for the purpose of providing information and/or taking action regarding investigations, criminal activities, gang activities, vandalism, etc. for the safety and security of the school site.
- Intervenes in potential conflicts and emergency situations for the purpose of minimizing disruptions of campus activities and/or injury to involved parties.
- Maintains a variety of files and records (e.g. schedules, investigations, guidelines) for the purpose of ensuring the availability of information for future reference, prosecution and/or audit for compliance to established policies.

- Monitors student behavior during and between assigned periods, during extra-curricular and other student activities (e.g. classrooms, detention, dances, games) for the purpose of maintaining a safe and positive learning environment and secure facility.
- Prepares a variety of documents (e.g. incident reports, activity logs, diagrams, procedures) for the purpose of documenting activities, providing written reference and/or conveying information.
- Recommends policies, procedures and/or actions to school administration for the purpose of providing information and/or direction for campus security.
- Refers incidents including personal injuries, altercations, suspicious activities, law violations, to appropriate site personnel, Juvenile office or Prosecutor's office for the purpose of ensuring follow-up in accordance with administrative, law violations, site security and student safety guidelines.
- Responds to inquiries from a variety of sources regarding campus security issues for the purpose of providing information, direction and/or referral for addressing inquiry.
- Responds to a variety of situations (e.g. accidents, injuries, vandalism, suspicious activities, alarms, law violations) for the purpose of taking the appropriate action to resolve immediate safety and/or security concerns.

Other Functions

Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements (Minimum Qualifications)

Knowledge is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions.

Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of investigation; and record keeping.

Skills are required to perform multiple highly complex, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: effective communication, critical thinking and active listening; interview and interrogation; de-escalation techniques; emergency driving; maintaining a level of personal fitness; meet satisfactory range requirements; ability to adapt to emergency situations and react quickly; ability to access potential hostile situations appropriately; present classroom presentations when requested.

Ability is required to schedule activities and/or meetings; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific Ability based competencies required to satisfactorily perform the functions of the job include: developing and maintaining positive relationships; setting high expectations for self and others; setting and monitoring progress toward goals; utilizing and offering effective feedback to continuously improve; collaborating and communicating effectively with internal and external stakeholders; applying critical thinking/problem solving to improve work processes; adapting to changing work priorities; communicating with

diverse groups; maintaining confidentiality; working as part of a team; and working with detailed information/data.

Employee Punctuality and Appearance

- In order for schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave.
- Any deviation from assigned hours must have prior approval from the employee's supervisor or building administrator.
- All employees are required to report to work dressed in a manner that reflects a positive image of Springfield School District and is appropriate for their position.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Terms of Employment

The terms of employment will be governed by applicable state laws regulating employment in a Missouri public school and Board of Education policy, as those laws and policies may change from time to time. If your position is represented by Collective Bargaining representative, then your employment will also be governed by a negotiated agreement between SPS and that Collective Bargaining representative.

Experience

3 years of job related law enforcement experience with increasing levels of responsibility, required

Education

High School Diploma or equivalent, required

Miscellaneous Requirements

Background clearance, the results of which must be satisfactory to the District, required
Ability to pass psychological evaluation, required
Ability to be commissioned through the Greene County Sheriff's office, required
Ability to pass pre-employment physical, required
Current with Police Officer Standard Training (POST), required

Work Environment & Physical Requirements

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching and/or crawling and significant fine finger dexterity. Generally, the job requires 20% sitting, 40% walking and 40% standing. This job is performed under temperature extremes and under conditions with exposure to risk of injury and/or illness.