

**TOWN OF WILSON'S MILLS
JOB DESCRIPTION FOR**

SCHOOL RESOURCE OFFICER (SRO)

GENERAL STATEMENT OF DUTIES

A School Resource Officer performs law enforcement duties in a school setting to promote a safe and secure learning environment.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is responsible for providing law enforcement services, safety support, and crime prevention while fostering positive relationships with students, staff, and the school community. This position is responsible for the integration of traditional policing duties with educational, mentoring, and collaborative functions within a school setting. Work requires close coordination with school administrators, educators, students, parents, and community agencies, and the application of discretion and judgement appropriate to a youth-focused environment. A School Resource Officer works under the direct supervision of an Administrative Sergeant and is evaluated through observation, conferences, review of reports and feedback from school staff and citizens.

DUTIES & RESPONSIBILITIES

ESSENTIAL DUTIES AND TASKS

- Provides law enforcement services within assigned school buildings and on school grounds.
- Maintains a visible presence to promote safety, deter criminal activity, and build positive relationships.
- Responds to incidents, emergencies, and potential threats involving students, staff, or visitors.
- Enforces applicable laws and ordinances while exercising discretion appropriate to a school setting.
- Conducts investigations related to criminal activity occurring on school property or involving students as appropriate.
- Collaborates with school administrators to address safety concerns and disciplinary matters.
- Participates in the development and implementation of school safety plans and emergency response procedures.
- Assists with threat assessments, crisis intervention, and de-escalation efforts.
- Provides education, training, and presentations on safety, crime prevention, and legal topics as assigned.
- Serves as a liaison between the school, law enforcement agency, families, and community resources.
- Prepares and maintains accurate reports, records, and documentation.
- Testifies in court or administrative proceedings as required.
- Attends meetings, trainings, and school-related events as assigned.

- Performs related duties consistent with departmental policies and applicable laws.

ADDITIONAL JOB DUTIES

Performs related duties as required.

RECRUITMENT AND SELECTION GUIDELINES

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of criminal law, juvenile law, constitutional rights, and applicable statutes.
- Knowledge of federal, state, local laws and ordinances pertaining to law enforcement operations and investigative procedures.
- Knowledge of law enforcement procedures, investigation techniques, and report writing.
- Knowledge of crisis intervention, threat assessment, and de-escalation techniques.
- Knowledge of child and adolescent development and youth behavior.
- Knowledge of school safety planning and emergency response procedures.
- Knowledge of community policing principles and school-based policing models.
- Skills in conflict resolution, mediation, and de-escalation.
- Skills in relationship-building with students, staff, and families.
- Ability to understand and carry out oral and written instructions.
- Ability to prepare clear and concise reporting records; communicate effectively in oral and written forms.
- Ability to establish and maintain effective working relationships with employees, supervisors, school staff, citizens, community leaders, and the public.
- Ability to display sound judgement, decisiveness, and situational control in emergency situations.
- Ability to enforce laws while considering the developmental needs of youth.
- Ability to work independently without close supervision and to work as a member of a team.
- Ability to present effective and credible courtroom testimony.
- Ability to build and maintain a positive image and cooperative and effective public relations with the school staff, students, and citizens.

PHYSICAL REQUIREMENTS

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, reaching, standing, walking, typing, grasping, talking, seeing, hearing, and perform repetitive motions.
- Must be able to perform medium to heavy work exerting 50 to 100 pounds of force occasionally, 20 to 50 pounds frequently and 10 pounds of force constantly to move objects.
- Must possess the visual acuity to operate a police vehicle and distinguish details and differences when observing people, places, or things in law enforcement work; and to prepare and review a variety of records and reports.

DESIRABLE EDUCATION AND EXPERIENCE

- High School Diploma or GED
- Associate's degree in law enforcement, criminal justice, or a related field is a plus.
- Bachelor's degree in law enforcement, criminal justice, or a related field is a plus.
- Prior law enforcement experience is a plus.

SPECIAL REQUIREMENT

- Possession of a valid North Carolina driver's license.
- Completion of Basic Law Enforcement Training from an accredited school in North Carolina.
- Possession of North Carolina General Law Enforcement certification awarded by the North Carolina Criminal Justice Education & Training Standards Commission.
- Possession of the North Carolina Basic School Resource Officer Training Certification

Candidates must successfully complete a pre-determined hiring process in addition to a physical examination, motor vehicle record, drug screen, background investigation, etc.

SALARY GRADE: 16

\$23.6667 - \$35.5593 Hourly (\$51,688.26 – \$77,661.61 Annually)

FLSA STATUS: NON - EXEMPT