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| **JOB TITLE: Elementary School Resource Officer (Part-time)** | **JOB CODE: 272** |
| **DEPARTMENT: Police** | **FLSA STATUS: Non-Exempt** |
| **REPORTS TO: Elementary School Resource Officer Program Manager** | **DIRECT REPORTS: None** |
|  | **CIVIL SERVICE: Yes** |

**JOB SUMMARY:**

Under general supervision, the Elementary School Resource Officer (ESRO) will be primarily responsible for monitoring school activities on assigned campuses in the HEB-ISD school district. The ESRO is responsible for establishing and maintaining effective relationships with students, school administrative staff and other agency representatives in an attempt to recognize juvenile problems and to find appropriate solutions.  The ESRO also investigates and attempts to reduce and prevent crime committed within or in connection to the officer's assigned school(s).

Applicants will work a flexible Monday – Friday, 7:30 a.m. – 4 p.m. schedule not to exceed 1,000 hours in a calendar year.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Conduct random checks of elementary campuses including buildings, parking lots and vehicles to ensure school safety.
2. Perform ongoing security checks of the campus and making recommendations to the school principal. Monitor traffic at the beginning and end of each school day and monitor the school parking lot during the school day.
3. Assist school administration with disruptions, truancy issues, student issues, and any criminal activities occurring on campus. Taking immediate law enforcement action when necessary.
4. Ensure that all policies and procedures are followed by those within the ESRO program.
5. Document and file incident reports to the appropriate offices and agencies.
6. Attend scheduled safety drills.

**KNOWLEDGE, SKILLS, ABILITIES REQUIRED:**

* Ability to organize, prepare, and maintain necessary state and local reports
* Knowledge of local ordinances and state statutes
* Knowledge of laws pertaining to search and seizure
* Ability to work with the students and general public
* Ability to work with and communicate with local law enforcement agencies
* Attend training when necessary and as assigned.
* Be a certified officer commissioned by the Texas Commission on Law Enforcement (TCOLE)
* Must have excellent oral and written communication skills as well as good organization skills.
* Must have a professional, customer-oriented work ethic with a willingness to learn and adapt to an always changing environment.
* Must have regular and punctual attendance.

**MINIMUM EDUCATION AND EXPERIENCE REQUIRED:**

Must be a certified Peace Officer commissioned by the Texas Commission on Law Enforcement.

Must have a valid Texas driver’s license with a good driving record.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

Requires medium to high levels of sitting, standing, walking, squatting, lifting, bending, twisting, and kneeling; requires manual dexterity sufficient to operate essential job-related equipment such as vehicles, weapons, and other specialized equipment; must be sighted, hearing and mobile to such a degree as not to compromise safety rules or the safety of self and others while working; requires medium to high levels of carrying, pushing, pulling, reaching, and running; required to meet all applicable Federal, State, and Departmental physical fitness and physical training standards prior to and during employment. Must be able to sit in a chair, walk, and carry items up to 50 lbs. Must be able to see and read from computer screens. A valid Texas driver’s license is required.

**Pre-employment screening includes but is not limited to Drug Screen, Physical Examination, Psychological Exam, Polygraph, Credit Check, Motor Vehicle Review and applicable Background Checks to include a CJIS background check.**

**Human Resources Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Heather Moorhead, Director of Human Resources**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Gary L. Landers, Chief of Police**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Such tasks shall be capable of being performed with reasonable accommodation, if necessary, that does not impair a business necessity or impose an undue business hardship and without presenting a direct threat to the safety of the applicant or others.

Employee Acknowledgement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_