

TITLE: Libertyville School District 70 School Resource Officer (SRO)

QUALIFICATIONS: Member of the Libertyville Police Department; should have an interest in and an understanding of young people and their developmental concerns; makes connections within the schools, maintains professionalism, respects school leadership role, willingness to pursue additional training.

REPORTS TO: Police Chief and Superintendent or Designee

PERFORMANCE RESPONSIBILITIES:

1. Acts as a liaison between the school district and the wider community.
2. Maintains positive relations with students, parents, and staff.
3. Is available for talks on law and law enforcement, safety and good citizenship, and helps plan preventive programs in the areas covered by DARE and Risk Watch.
4. Serves as a resource in the preparation of educational programs concerning social problems in which violations of the law are involved and is available to give presentations on the judicial system, law enforcement, safety, and good citizenship.
5. Meets with administration regularly and provides information and reports in a timely manner.
6. Refers violations/concerns to administration and works closely with the District leadership team.
7. Is involved in all police action involving students.
8. Assists the administration in the solution of theft, vandalism, and trespassing concerns.
9. Represents the school in court actions involving students.
10. Serves as a counselor for students with serious problems in which violations of the law are involved.
11. Works with Social Services in a cooperative manner and provides referrals to said organization.
12. Devotes part of each morning to duties as a truant officer and assists with problems of student excessive absence.
13. Works with parents regarding truancy concerns.
14. Supports camera checks.

15. Supports technology-related device checks.
16. Addresses traffic concerns.
17. Periodic lunchroom/cafeteria and playground checks.
18. Locker and bathroom checks.
19. Attends Middle School TriAd meetings.
20. Support Middle School Life Skills and Health presentations.
21. Support and guide standard drills.
22. Files necessary summaries and reports with the school and police administration.
23. Provides the appropriate police department and school administration with a record of offenders, offenses, and incidents for cases within his or her jurisdiction.
24. Provides police services at certain pre-approved school functions.
25. Supports the update and maintenance of the district's Crisis Management Plan in consultation with the district administration.
26. Works with all agencies to provide for information sharing regarding police/school issues.

TERMS OF EMPLOYMENT:      Nine (9) Months. Pupil Attendance days (176). Salary established by the Board of Education in conjunction with the Libertyville Police Department.