



Little Rock School District

JOB DESCRIPTION

Position Title: Patrol Officer- Safety & Security

Prepared Date: 12/06/2021

JOB GOAL:

To ensure a safe and secure environment for all District students, staff, and visitors and to ensure the school district is prepared to effectively respond to all emergencies that might affect safety or security of students and staff.

TERMS OF EMPLOYMENT:

Twelve (12) month (245 days) contract, Pay 802 Grade 08, plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

QUALIFICATIONS:

1. Must be 21 years of age.
2. Must have a high school diploma or equivalent
3. Minimum of three (3) years of related experience required.
4. Associates degree or higher from an accredited college or university preferred.
5. No misdemeanor arrests or convictions in last six (6) years.
6. No felony arrests or convictions.
7. Must have a valid driver's license
8. No conviction for careless or reckless driving or DWI in last seven (7) years.
9. No at fault accidents in the past 3 years
10. No moving traffic violations in the past three (3) years
11. Have not had driver's license suspended, denied, or revoked in the past three (3) years.
12. Must be willing to submit to and pass a drug test.
13. Must be able to meet the physical requirements of the job and possess the ability to work in all environmental conditions to perform common security functions and duties.
14. A working knowledge of School and State Criminal Law.
15. Knowledge of accident investigation (preferred).
16. Applicants with bilingual skills are encouraged to apply.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Investigates traffic accidents occurring to school vehicles.



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2. Investigates incidents and provide detailed reports about the incidents.
3. Patrols a designated area of the city in a cruiser
4. Assists in transporting students who have been identified as behavioral problems.
5. Observes and reports any unlawful activity
6. Protects individuals and property from harm, theft, trespassing, fire, and accidents.
7. Neutralize situations calmly with tact and good judgement.
8. Responds to calls for service at all LRSD locations.
9. Monitors bus stops proactively to prevent any incidents from occurring.
10. Watch for safety and fire hazards and other security related situations.
11. Ability to communicate effectively in the English language, both verbally and in written form.
12. Cooperate with and assist other officials on scene.
13. Assists school-based officers in the conducting of safety and security related issues.
14. Assist with camera installs, vehicle maintenance, and various other summer duties.
15. Performs other related duties as assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, and operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.