



York County Government

Position: School Resource Officer (RSU 57) **EXTERNAL Posting**
Department: York County Sheriff's Office
Status: Full-time
FLSA: Non-Exempt (Hourly)
Union: Fraternal Order of Police
Reports to: Sheriff and/or designee
Salary: Dependent on experience

York County Government is an Equal Opportunity Employer

Purpose of the Position

The purpose of this position is to serve as a resource for the Regional School Unit #57 school system, providing support to students, teachers, and staff in any and all matters related to law enforcement, and as a liaison between school system and the York County Sheriff's Office. The incumbent also enforces traffic and criminal laws.

Scope/Supervision

This position works under the supervision of the Patrol Commander, who provides guidance on technical matters, and who reviews completed work assignments for conformance with established rules, regulations, policies and applicable federal and state laws.

Responsibilities and Examples of Duties

Essential Job Functions:

- * The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.
- * Enforces federal, state criminal laws and ordinances; assists school officials with enforcement of school policy and regulations regarding student conduct.
- * Protects person and property on school premises; works through school administration to address concerns related to school safety, including building security, emergency response and evacuation plans.
- * Investigates and assists in the prosecution of any violations occurring on school premises; gathers information concerning criminal activity involving students on or off school grounds; effects arrests as necessary and appropriate.
- * Provides classroom instruction on law and law enforcement related matters, as approved by sheriff and school administration.
- * Speaks before parent and community groups, at the request of the school principal, on a variety of law enforcement topics.

- * Serves as resource for students, enabling them to be associated with a law enforcement figure in the school environment; provides guidance and consultation for students experiencing problems related to law enforcement; makes appropriate referrals.
- * Meets with faculty, staff and parents on an individual basis to deal with specific issues or problems related to delinquency prevention.
- * Acts as liaison between students, parents, school faculty and staff, child protective services, juvenile prosecutors, juvenile court and probation officers; facilitates communications between all parties.
- * Maintains control of emergency incidents requiring law enforcement intervention, with assistance of school principal, until relieved by command personnel.
- * Coordinates non-emergency requests for police services provided by the various divisions of the Sheriff's Office.
- * Documents all action taken with students and parents in a formal setting and all relevant telephone conversations; maintains daily activity log.
- * Performs other duties as assigned by supervisor.
- * Assists with administrative supervision duties during the school day and at various athletic and extracurricular events.
- * Coordinates and schedules security for football, basketball, prom, graduation and other events which require police presence, in conjunction with relevant school departments and staff members.
- * Works with student assistance coordinator, school board and central office administration to develop, coordinate and evaluate new programs to meet school and Department needs, such as K-9 search guidelines and policies, educational programs and intervention programs.
- * Serves on various committees dealing with the development or improvement of school guidelines.
- * Assists other agencies with investigations involving assigned school; acts as a liaison with other agencies and school systems in assisting with the development of similar programs at their agencies or schools.
- * Attends and successfully completes all required training sessions.

Non-essential Job Functions:

Performs other related duties as required.

Knowledge, Skills & Abilities Required to Perform Essential Job Functions:

Ability to collect, record, classify, prioritize, analyze and present data.

Ability to utilize a variety of reference, descriptive and advisory data and information.

Ability to exercise discretion in identifying and selecting from alternative courses of action.

Ability to exercise discretion in the use of force and law enforcement powers.

Ability to provide guidance, assistance and interpretation regarding the application of procedures and standards to specific situations.

Ability to prepare and document lesson plans with identified learning objectives, appropriate use of audiovisual materials and effective methods of ensuring participant involvement.

Ability to inform and guide others by applying professional principles of instruction and counseling.

Ability to interact effectively with juveniles and adults of various ethnic, educational and socioeconomic backgrounds; includes ability to speak in front of large groups of people and write clearly.

Ability to perform tasks in changing and stressful circumstances; includes ability to maintain control of emotions and actions and to make rapid decisions.

Ability to calm and comfort individuals who are distraught, ill or injured.

Ability to maintain confidentiality of highly sensitive data.

Ability to organize and carry out work assignments with minimal direct supervision.

Ability to perform addition, subtraction, multiplication and division, and to calculate decimals and percentages; ability to create and interpret graphs.

Ability to operate a personal computer, utilizing word processing, spreadsheet, database management, incident reporting, vehicle and criminal records and other software applications as may be necessary to perform essential job functions.

Ability to operate police vehicle and specialized equipment, including radio and in-car computer; ability to operate vehicle at high speeds during emergency responses or pursuits.

Ability to utilize a variety of tools, equipment and supplies associated with law enforcement activities, including any or all of the following: firearm, taser, baton/ASP, pepper spray, radio, breath test and radar gun.

Ability to effectively employ and maintain proficiency with a variety of issued firearms and less lethal weapon systems (if applicable).

Ability to work flexible hours to be present during the school day and to assist with extracurricular activities scheduled for evenings and weekends (as permitted by the CBA).

Ability to exert heavy to extremely heavy, though not constant, physical effort, typically involving some combination of running, subduing and restraining individuals, defensive tactics, crouching and crawling, and the lifting, carrying, pushing and/or pulling of objects and materials up to and exceeding 100 pounds.

Ability to make a forcible arrest.

Performance of essential functions may require exposure to adverse environmental conditions, such as

snow, rain, severe weather, temperature and noise extremes, traffic hazards, violence, toxic agents, disease or pathogenic substances.

Performance of essential functions may require life-or-death decisions based on circumstances beyond incumbent's control; decisions may affect the general public and coworkers as well as incumbent.

Work Environment

Work is regularly performed in various office environments and is regularly exposed to dust, odors, fumes, and noise. Work may be conducted both indoors and outdoors to include inclement weather.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. As well as on occasion lift 50 pounds or more.

Expected Hours of Work

This position regularly works during normal business hours, however, requires a flexible schedule to meet all potential needs of the school department. This may include but is not limited to on call duty and the ability to work non-standard hours when the need arises.

Competencies

1. Customer / Client Focus.
2. Communication Proficiency.
3. Problem Solving/Analysis.
4. Interpersonal Skills.
5. Project Management.

Qualifications Required to Perform Essential Job Functions

- Two (2) years' experience that includes law enforcement and working with juveniles.
- Or any equivalent combination of education, training and experience that provides the requisite knowledge, skills, and abilities for this position.
- Must possess or be able to obtain an approved School Resource Officer training certificate within a specified time.
- Must possess and maintain a valid Maine driver's license.
- Must possess and maintain a Maine Criminal Justice Academy Certificate.

Submittal Instructions

All interested candidates must submit an application, resume and cover letter to Human Resources

- **York County applications can be located on our website:** www.yorkcountymaine.gov/careers
- **Applications/cover letters/resumes can be emailed to:**
York County Human Resources at: HR@yorkcountymaine.gov
Please put "School Resource Officer" in the subject line.

- **Applications/cover letters/resumes can be mailed to:**
York County Government
Attention: Human Resource Department
45 Kennebunk Road
Alfred, ME 04002
- **Applications/cover letters/resumes may also be dropped off at the Human Resource Department located at:**
York County Government Building
149 Jordan Springs Road
Alfred, ME 04002

Deadline: This posting will remain open until filled

Applications are considered based on ability, competence, and experience. It is a fundamental policy of York County Government not to discriminate based on race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, age, pregnancy, disability, status as a veteran, disabled veteran, or any other category protected by an applicable federal, state, or local law.