State College of Florida, Manatee-Sarasota
Job Description

Job Title: Collegiate School Resource Officer/ Behavior Specialist
Reports to: Chief, Public Safety and Security in Collaboration with SCFCS Head of School
FLSA Status: Non-Exempt
Level: 116

Position Class:

Job Summary:
Provides safety and security services to the State College of Florida Collegiate School (SCFCS) and ensures a safe learning and working environment for its students, staff, and constituents. Serves as a link between law enforcement and the SCFCS, its administration, teachers, parents, and students. Develops and presents educational workshops, small group behavior management sessions and interventions to insure a comprehensive support program for students. The SCFCS School Resource Officer serves as a positive role model for the students.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors, which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Establishes and maintains a close partnership with school administrators in order to provide a safe school environment.

2. Assists school officials in their efforts to enforce, SCFCS policies and procedures by focusing on the safety and well being of all students. Participates in student discipline conferences that involve SCFCS/ Manatee County Code of Conduct, including but not limited to school searches, harassment, improper use of technology, suspension or expulsion.

3. In collaboration with the Chief of College Security, assists school administrators in emergency crisis planning and building security. Provides training for school personnel in handling crisis situations.

4. Recognizes and prioritizes crisis situations and responds appropriately.
5. Patrons the SCFCS campus during assigned shift to provide a visual presence. Observes all activities involving personnel, facilities, traffic flow and utilities operations to ensure safety of all persons and property. Handles all incidents according to College procedures and reports as required.

6. Attends and participates in school functions. Builds working relationships with the SCFCS staff, students and parent groups.

7. Works in collaboration with the Chief of College Security in responding to agencies in the management, investigation and follow-up activities associated with any SCFCS incident.

8. Provides routine emergency assistance to students, employees or visitors.

9. Develops, designs and presents educational workshops/intervention programs to the student body (i.e. crime prevention, sexual assault, management of aggressive behavior, security awareness, behavior management, self-esteem, the role of public safety in our society, etc.).

10. Works with school support staff to develop student behavior interventions and to provide services to students involved in situations where referrals to service agencies are necessary. Assists in conflict resolution efforts.

11. Works collaboratively with teachers and SCFCS administrators to communicate student progress on behavioral issues to parents.

12. Monitors school hallways and drop-off/pickup areas, traffic control.

13. Develops interventions and functional behavioral plans for the purpose of providing a safe and effective educational environment for students with challenging behaviors.

14. Implements interventions that guide students to improve communication with instructors and staff.

15. Works collaboratively with students’ teachers, parents and SCFCS administrators to assure that behavior plans, modifications, accommodations, and/or IEP is successfully implemented.

16. Serves on the School Improvement Planning Team to insure behavioral needs of students are addressed.

17. Serves on the SCFCS Response to Intervention Team to identify learning and behavioral strategies for improvement of student behavior and academic success.

18. Plans annual initiatives for school-wide education and compliance with the norm/expectations of the school environment.

19. Provides resources to parents and students to insure follow through with SCFCS mandates.
Job Qualifications:
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Associate’s degree or equivalent from two-year college or technical school and three (3) year’s experience in law enforcement, public safety, or military; or equivalent combination of education and experience. Must be familiar with working with mental health issues.

  Experience required in developing and presenting workshops/intervention programs.

- **Supervisory Experience:**
  One or more years of experience as a “lead” employee, with responsibility for scheduling and assigning work, training new employees, and assisting others with problems, is required.

- **Language Ability:**
  Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups or customers or employees of organization.

- **Math Ability:**
  Ability to add, subtract, multiply, and divide using whole numbers, common fractions, and decimals. Ability to perform calculations on standards measures of American currency and weight, volume, and distance.

- **Reasoning Ability:**
  Ability to solve practical problems and deal with a variety of concrete variable in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram/chart, or schedule form.

- **Computer Skills:**
  To perform this job successfully, an individual should have basic knowledge of word processing, Internet, and database software and Contact Management systems. Must have proficiency with current College e-mail and Internet and other College-required software.

- **Certificates and Licenses**
  Completed law enforcement training as established by the Criminal Justice Standards and Training Commission (CJST) or Class D or G State Security License preferred. Valid Florida Drivers’ License.

Responsibility for People and Property:
Position has high responsibility for people and property.

Responsibility for Communication:
- **Internal Contacts:**
  This position has routine contact with students and all levels of SCF/SCFCS staff.
• **External Contacts:**
  This position has routine contact with SCFCS parents, county agencies, and the general public.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outdoor weather conditions.

The noise level in the work environment is usually moderate

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit, use manual dexterity, and taste or smell. The employee is occasionally required to stand, walk, reach with hands and arms, and climb or balance. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Mission and goals:** Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. **Customer Service:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. **Grooming and Appearance:** State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. **Safety Awareness:** State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. **Attendance Standards:** State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.
6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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<tr>
<th>Title</th>
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<td>Preparing Manager</td>
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