



UTOPIAN
ACADEMY FOR THE ARTS

TALENT & RECRUITMENT DEPARTMENT

www.utopianacademy.com

talent@utopianacademy.com

JOB TITLE: School Resource Officer

About the School Resource Officer

The School Resource Officer supports and facilitates the educational process within Utopian Academy for the Arts by providing a safe and secure environment through building and establishing meaningful relationships with students and staff and proactively interacting with the school community to ensure the enforcement of city and state laws, preservation of public order, protection of life and the prevention, detection, or investigation of crime. The incumbent will work effectively with students, parents, school personnel and community agencies to support teaching and learning in the schools. The School Resource Officer will patrol district property to protect students, staff and visitors from physical harm and prevent loss to district property resulting from criminal activity.

Expectations:

- Patrol school property for suspicious activity, unauthorized persons on campus, or unauthorized entry after hours.
- Provide in-service training to help administrators be better prepared to deal with security –related matters and serve as a wrap-around services team member to support student success.
- Work closely with the principal and staff of the school to foster a better understanding of the law enforcement function to maintain a secure learning environment. Proactively work with the school’s leadership team and collaborate with school’s administrative team on safety protocols and procedures.
- Serve as a visible and active law enforcement officer on campus dealing with law-related areas such as drugs, traffic, trespassing, fighting, and thefts. Enforce campus rules and regulations.
- Conduct routine patrols of the building and, parking lots; Operate equipment to include alarm systems, surveillance equipment, and patrol units when necessary.
- Take law enforcement action to protect against unwanted intruders. Identify and prevent (through counseling and referral) delinquent behavior, including substance abuse. Make arrests only when necessary to protect students, staff and school property.
- Work collaboratively with public safety agencies to serve as a liaison between school and community to deter criminal and delinquent behavior.
- Conduct courses and workshops for students, staff and parents to promote social awareness, relationship skills, self-management, self-awareness and responsible decision making.
- Coordinate security for crowd and vehicle control at extra-curricular activities and special events. Monitor and instruct students, visitors, and district personnel on

proper and lawful campus or facility behavior. Help to define and maintain a respectful code of conduct.

- Assist other law enforcement agencies with incidents involving local criminal activity that may impact the safety of the environment for students and staff. Serve as the initial first responder and school safety coordinator for campus emergencies.
- Respond to calls on crimes against person or property in progress, report crimes that have already occurred, and intrusion/fire alarms; perform preliminary investigation at the scene (e.g. gather and preserve evidence, take statements). Prepare written reports, maintain daily logs, and obtain and serve arrest and search warrants as necessary; testify in court as required.
- Subdue offenders and criminals by using the minimum amount of force needed to protect the officer and other persons.
- Provide classroom presentations on crime prevention and fundamental concepts and structure of the law. Teach law related education, de-escalation techniques, and conflict resolution to students and staff.
- Provide instructions and directions to others as it pertains to law enforcement matters and emergency situations.
- Conduct security building assessments; guard, check and secure doors, rooms, and equipment.
- Any additional duties or responsibilities as assigned by the Principal and/or Executive Director.