The Loveland Board of Education met in a regular session on Monday, September 18, 2017. Mr. Blumberg called the meeting to order at 6:02 p.m.

Call to Order
ROLL CALL:

Mr. Blumberg Present
Mr. Jarvis Present
Dr. Lorenz Present
Ms. Pettit Present
Mr. Taggart Present
Sofia Muir Present
Caroline Bond Present

RESOLUTION NO. 17 – 64 ADOPTION OF BOARD AGENDA

Mr. Jarvis moved, seconded by Mr. Taggart to adopt the agenda for the September 18, 2017 Board of Education meeting as presented. Voting order and sequence will be rotated by the Treasurer.

Discussion

ROLL CALL VOTE

Mr. Jarvis Yes
Dr. Lorenz Yes
Ms. Pettit Yes
Mr. Taggart Yes
Mr. Blumberg Yes

MOTION CARRIED

Welcoming of Guests

Pledge of Allegiance

Hearing of the Public
Megan Graff – Starting time of High School and Middle School
Megan Hook – Starting time of High School and Middle School

Committee Reports
Dr. Lorenz – Great Oaks Update
Mr. Jarvis – Facilities
  • Destination Loveland

Presentations
  • Five Year Forecast – Ernie Strawser

Discussion Topics
  • Homecoming Parade
  • Superintendent Search
  • Destination Loveland
  • State Report Card (Attachment 6)
RESOLUTION NO. 17 – 65 APPROVE THE 2018 – 2019 LOVELAND CITY SCHOOL DISTRICT CALENDAR

Dr. Lorenz moved, seconded by Ms. Pettit to adopt the following Loveland City School District 2018 – 2019 calendar.

Superintendent Resolutions
- Approve School Resource Officer Resolution (Attachment 1)
- Approve Administrative Handbook correction (Attachment 2)
- Approve Second Reading of the 2018-2019 School Calendar:

LOVELAND CITY SCHOOL DISTRICT
2018-2019 SCHOOL CALENDAR

August 20, 2018.................................................................Teacher Inservice/Workday-No School
August 21, 2018.................................................................................First Day of School
September 3, 2018.................................................................Labor Day-Holiday
October 8, 2018..............................................................Observance of Columbus Day/Inservice Meeting-No School
November 12, 2018.............................................................(Observed) Veterans Day-Holiday
November 21, 2018*............................................................Conference Day – No School
November 22 & 23, 2018..................................................Thanksgiving Holiday & Vacation
December 21, 2018..............................................................Last Day of School Before Winter Recess
January 3, 2019.................................................................First Day of School After Winter Recess
January 11, 2019.................................................................Teacher Inservice/Workday-No School
January 21, 2019.................................................................Martin Luther King Day-Holiday
February 18, 2019.................................................................Presidents Day-Holiday
March 22, 2019..............................................................Last Day of School Before Spring Recess
April 1, 2019.................................................................First Day of School After Spring Recess
April 19, 2019.................................................................Good Friday
May 27, 2019.................................................................Memorial Day-Holiday
May 30, 2019..............................................................Tentative Last Day of School for Students
May 31, 2019.................................................................Tentative Teachers Workday/Records Day

In compliance with HB 638, weather/calamity make-up days are designated as June 3, 4, 5, 6, & 7 Teacher workday scheduled the day after last school day for students.
*The day before Thanksgiving is listed as a Conference Day with no students in attendance, but the actual conferences are scheduled during evening hours earlier in November.

<table>
<thead>
<tr>
<th></th>
<th>1st Qtr</th>
<th>8/21 – 10/19</th>
<th>2nd Qtr</th>
<th>10/21 – 1/10</th>
<th>3rd Qtr</th>
<th>1/14 – 3/22</th>
<th>4th Qtr</th>
<th>4/1 – 5/30</th>
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(Dates are Subject to Change with Board Approval)

Discussion

ROLL CALL VOTE

Dr. Lorenz Yes
Ms. Pettit Yes
Mr. Taggart Yes
Mr. Blumberg Yes
Mr. Jarvis Yes

MOTION CARRIED

Treasurer’s Report and Recommendations

RESOLUTION NO. 17 - 66 APPROVE THE FOLLOWING TREASURER RESOLUTIONS

Mr. Blumberg moved, seconded by Dr. Lorenz to approve the following Treasurer resolutions:

- Approve the submitted financial reports, payment of invoices, board member expenses, transfers, investment of funds and appropriation adjustments.
- Approve reading and corrections of typographical and substantive changes to previous minutes for August 15 and September 5 not yet adopted and as printed in draft.
- Authorize the Treasurer to transfer $20,000.00 to the “Turf Field Replacement” fund 018-9117. (This represents the approximate savings to the general fund for not having to maintain the grass field and striping required for all the sports played on the grass field. The turf field will need to be replaced after approximately 10-12 years use.)
- Amended official certificate of estimated resources
- Certificate of permanent appropriations
- Certificate of the total amount from all sources
- Approve the OSBA Services Agreement between Public Finance Resources, Inc. and the Loveland City School District. Contract dates are July 1, 2017 through June 30, 2018. (Attachment 4)
- Approve service contract for Rockmill Financial for financial consulting services per contract. Base contract is $40,000 for one year plus various expenses. (Attachment 5)
- Approve Change Order #03 for Lebanon Road Campus Exterior Building Repair Project in the amount of $4888
  
  Item #1 Additional painting of (2) roof top mechanical units $1,150.00
  Item #2 Additional masonry repair at middle school $500.00
  Item #3 Remove and replace door #19 at LMS girl’s locker room$3238.00
  Total $4,888.00

Discussion

ROLL CALL VOTE:

Ms. Pettit Yes
Mr. Taggart Yes
Mr. Blumberg Yes
Mr. Jarvis Yes
Dr. Lorenz Yes

MOTION CARRIED

Director of Human Resources’ Report and Recommendations

RESOLUTION NO. 17 – 67 APPROVE THE UPDATED JOB DESCRIPTION FOR THE SCHOOL RESOURCE OFFICER

Ms. Pettit moved, seconded by Dr. Lorenz to approve the updated job description for the school resource officer.
Attachment 3
Job Description: School Resource Officer

Discussion

ROLL CALL VOTE:

<table>
<thead>
<tr>
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<th>Vote</th>
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<tbody>
<tr>
<td>Mr. Taggart</td>
<td>Yes</td>
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<tr>
<td>Mr. Blumberg</td>
<td>Yes</td>
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<tr>
<td>Mr. Jarvis</td>
<td>Yes</td>
</tr>
<tr>
<td>Dr. Lorenz</td>
<td>Yes</td>
</tr>
<tr>
<td>Ms. Pettit</td>
<td>Yes</td>
</tr>
</tbody>
</table>

MOTION CARRIED


Mr. Blumberg moved, seconded by Mr. Taggart to approve the following resignations and employment of certified, classified, homebound, substitute and supplemental positions for the 2016 – 2017 and 2017-2018 school years.

A. Retirement/Resignation/Leave of Absence
   1. Rosanne Warburg, Resignation, LECC Reading Intervention Specialist, effective 8/21/17
   2. Elma Schmieg, Leave of Absence, LHS Food Service, 8/21/17 – 9-20/17
   3. Melissa Alsip, Resignation, Bus Driver, effective 9/11/17
   4. Alexandra Baldwin, Resignation, LHS Varsity Football and Basketball Cheerleading Coach, effective 8/31/17
   5. Brian Betersdorfer, Resignation, Asst. 7th grd Football Coach, effective 7/27/17
   6. Bernardo Lopez, Resignation, LHS Band Director, effective 9/29/17

B. Employment of Substitute Certified Positions for the 2017-2018 School Year
   1. Melissa Kanalas, effective 8/21/17
   2. Joe Freudenberg, effective 8/28/17
   3. Blanca Mosconi, effective 8/28/17
   4. Rachel Marx, effective 8/28/17

C. Supplemental Positions effective 2016-2017 School Year
   1. Stipends for Student Teacher Mentors, as designated by college/university upon receipt of funds
      a. Paula Hickey University of Cincinnati $600

D. Supplemental Positions effective 2017-2018 School Year
   1. Alternative School Instructors, effective 8/21/17 – 5/31/18
      a. Margaret Cirone, Co-Instructor, 3.5 hours/day, up to 4 days/week, $25.00/hour
      b. Deayna Woodruff, Co-Instructor, 3.5 hours/day, up to 4 days/week, $25.00/hour
   2. Extended Service for Certified Personnel, after the 2017-2018 school year
      a. Cristin Kiefer, LPS Building Coordinator, 1 additional extended day at daily rate of pay

3. Special Education Work Stipends to be paid to district employees upon completion, as authorized by the Coordinator of Student Services, at the following rate: Full day - $100; Half day - $50; Quarter day - $25.

4. Curriculum Work Stipends to be paid to district employees upon completion, as authorized by the Director of Technology and Innovation, at the following rate: Full day - $100; Half day - $50; Quarter day - $25.

5. Athletic Supplementals
   a. Herb Laughman 7th grd Asst. Football Coach (.5) exp. 1 yrs.
   b. Kelly Partridge Interim Varsity Football Cheerleading Coach *exp. 4 yrs.
      *to be paid daily supplemental rate for days needed until replacement coach is hired
6. LHS Supplementals
   a. Renee Fisher* LHS Asst. Choir Director exp. 1 yrs.
   b. Correction to June 33, 2017 agenda item E., 11. p. Lisa Brinkman, Prom Advisor, exp. 1 yrs should read Katie Byrkett, Prom Advisor, exp. 0 yrs.
   c. Theresa Kovacs* LHS Asst. Drama Director VOLUNTEER
   d. Nancy Wagner* LHS Asst. Show Choir Director exp. 0 yrs.
   e. Amanda Eldridge* Show Choir Band Director exp. 0 yrs
   f. Amy Stewart* LHS Robotics Advisor exp. 0 yrs.
   g. Reed Crumley* LHS Asst. Robotics Advisor exp. 0 yrs.

7. LMS Supplementals
   a. Sara James LMS Robotics Advisor exp. 0 yrs.
   b. Christine Rasmussen* Asst. Robotics Advisor VOLUNTEER
   c. Cory Fuchs* Asst. Robotics Advisor VOLUNTEER

8. Entry Year Teacher Mentors
   a. Brian Hartman Coordinator exp. 2 yrs.
   b. Kevin Rodriguez Mentor exp. 2 yrs.
   c. Katie Rose Mentor exp. 1 yr.
   d. Jessica Krohn Mentor exp. 1 yr.
   e. Lisa Schmidt Mentor exp. 1 yr.
   f. Andrew Gillespie Mentor exp. 1 yr.
   g. Mike Haury Mentor (2) exp. 1 yr.
   h. Rachel Bierkan Mentor exp. 3 yrs.
   i. Lisa Brinkman Mentor exp. 0 yrs.
   j. Katie Byrkett Mentor exp. 0 yrs.
   k. Jennifer Brannock Mentor exp. 0 yrs.
   l. Lauren Brown Mentor exp. 0 yrs.
   m. Jessica Foltz Mentor exp. 0 yrs.

9. Grades 6-8 Subject Area Leaders’
   a. Correction of 8/15/17 agenda item E., 5. c. Abby Beach, Co-Math, exp. 1 yr., should read
      1. Abby Beach Co-Math (.25) exp. 1 yr.
      2. Louise Jordan Co-Math (.25) exp. 0 yrs.

* Denotes non-staff member

E. Home Instruction/Extended Services
   1. Joey Dupps, (MA-1) for an LHS student per IEP, 8/22/17 – 1/12/18, max 30 hrs.
   2. Beth Ann Ford, (MA-6) for an LIS student per IEP, 8/22/17 - 1/12/18, max 60 hrs.
   3. Jayme Smith, (MA+30-10) for an LHS student per IEP, 8/22/17 - 1/12/18, max 75 hrs.
   4. Amy Frankel, (BA-13) for an LIS student for medical need, 8/22/17 - 1/12/18, max 20 hrs.
   5. Jayme Smith, (MA+30-10) for an LHS student per IEP, 8/22/17 - 1/12/18, max 75 hrs.
   6. Ann Heuker, (BA-23) for an LHS student for medical need, 8/22/17 - 1/12/18, max 25 hrs.
   7. Jayme Smith, (MA+30-10) for an LHS student per IEP, 8/22/17 1/12/18, max 75 hrs.
   8. Alex Chacksfield, (BA150-3) for an LMS student for medical need, 8/22/17 - 1/12/18, max 50 hrs.
   9. Jayme Smith, (MA+30-10) for an LMS student for medical need, 8/22/17 - 1/12/18, max 20 hrs.
   10. Theresa Grannen, (MA+20-25) for an LMS student for medical need, 8/22/17 - 12/1/17, max 15 hrs.
   11. Wray Jean Connor, (MA+30-22) for an LHS student for medical need, 8/22/17 - 12/1/17, max 15 hrs.
   12. Marlin Earl, (BA150-0) for an LHS student for medical need, 8/22/17 - 12/1/17, max 15 hrs.

F. Extended School Year and Compensatory Time services to students per their IEPs, paid rate and number of hours as listed, June 1 – August 18, 2017.
G. Extended Service/Stipends for Classified Personnel for the 2017-2018 School Year
1. Kathy Bruening, additional ½ hour per day to aide support to accompany a student with special education needs on the bus, as needed, effective 9/6/17

H. Employment of Exempt Employees/Positions/Extended Time
1. Michele Anton, Admin Asst. to the Business Manager, Schedule C, Step 3, 252 day calendar, effective 1/3/18

I. Contracted Services
1. Stephen Estep, Accompanist LHS $15.00 per rehearsal, $30.00 per performance, maximum contract $7,950.00; Accompanist LMS $15.00 per rehearsal, $30.00 per performance, maximum contract $8,970.00, Accompanist LIS, $15.00 per rehearsal, $30.00 per performance, maximum contract $1,140.00, effective 2017-2018 school year

J. Employment of Classified Staff for 2017-2018 School Year.
1. Aides / Secretaries / Monitor
   a. Michele Winter, LPS Student Activity Monitor, (2.5 hrs/day), Step 1, effective 8/21/17
   b. Valerie Daugherty, LPS Student Activity Monitor, (2.5 hrs/day), Step 1, effective 8/21/17
   c. Tim Jones, LES Student Activity Monitor, (2.5 hrs/day), current step, effective 8/21/17
   d. Kathy Kunysz, LMS Student Activity Monitor, (2.5 hrs/day), Step 1, effective 8/21/17
   e. Sarah Klein, 9 hrs/week, step 1 Aide, Teaching assistant assigned to LECC media center, effective 9/7/17
   f. Jillian Daugherty, LES Teacher Assistant, 9 hrs/week, Step 1, Aide, effective 8/21/17
   g. Terri Poppaw-Jones, LIS 2.0 hr Student Activity Monitor, Step 4, effective 9/6/17

2. Transportation
   a. Correction to August 15, 2017 agenda item H., 1., c., Tom Timon, FT Bus Driver, 4.25 hrs, Step 1, effective 8/8/17, should read step 4, retiree rehire

3. Custodial
   a. Andrea Behrmann, LES Lead Custodian, current step, effective 8/21/17
   b. Lisa McFarland, LPS 3.0 Custodian, current step, effective 9/5/17
   c. Daniel Peabody, LHS Custodian, current step, 8:00am – 4:30pm, effective 9/6/17

K. Employment of Classified Substitute Staff for 2017-2018 School Year.
1. Aides / Secretaries / Monitor
   a. Laurie Smart, effective 8/21/17

2. Food Service
   a. Myriam Villalba, effective 8/21/17
   b. Shanda Mencsik, effective 9/15/17

3. Transportation
   a. Glen Shillinger, effective 8/21/17

4. Custodian
   a. Shanda Mencsik, effective 8/15/17

Discussion

ROLL CALL VOTE:

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<th>First Name</th>
<th>Last Name</th>
<th>Title</th>
<th>Hours</th>
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<tr>
<td>Sarah</td>
<td>Hackett</td>
<td>Speech/Language Pathologist</td>
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Mr. Blumberg  Yes
Mr. Jarvis     Yes
Dr. Lorenz     Yes

Dr. Lorenz moved, seconded by Ms. Pettit to approve the following resignations and employment of certified, classified, homebound, substitute and supplemental positions for the 2016 – 2017 and 2017-2018 school years.

Extended Service/Stipends for Classified Personnel for the 2017-2018 School Year

1. Beth Blumberg, additional ½ hour per day to aide support to accompany a student with special education needs on the bus, as needed, effective 9/6/17

Adjournment

Ms. Pettit moved, seconded by Mr. Blumberg to adjourn the meeting.

Mr. Blumberg adjourned the meeting at 7:20 pm.
Attachment 1

A RESOLUTION AUTHORIZING CERTAIN INDIVIDUALS TO CARRY CONCEALED FIREARMS ON SCHOOL PREMISES PURSUANT TO O.R.C. § 2923.122

WHEREAS, the Board of Education of the Loveland City School District (the "Board") recognizes that ensuring the safety of staff and students is of the utmost importance; and

WHEREAS, the Board further recognizes that school safety can be enhanced through the use of school resource officers who can carry weapons while on duty at school; and

WHEREAS, by carrying firearms, a stronger level of security can be maintained without causing a disruption to students and staff; and

WHEREAS, the Board is authorized to grant permission to individuals to carry firearms on school premises.

NOW, THEREFORE BE IT RESOLVED, by the Board, that after careful consideration and evaluation of the information before it:

Section 1. In accordance with R.C. 2923.122, the Board hereby authorizes any employee or independent contractor serving in the position of School Resource Officer to possess a firearm on property of the Board provided that the individual has satisfactorily completed an approved basic peace officer training program, unless the person has completed twenty years of active duty as a peace officer, and that the individual completes an annual firearms requalification program approved by the executive director of the Ohio peace officer training commission.

Section 2. The President of this Board is hereby authorized to provide written authorization to employees or independent contractors serving in the position of School Resource Officer that allows them to possess a firearm on property of the Board in accordance with the terms of state and federal law, this Resolution, and any policies and regulations governing the carrying of firearms on Board property.

Section 3. For the individuals permitted to carry a firearm pursuant to this Resolution, it shall be a part of those individuals’ job duties to carry such firearms while on duty where permitted.

Section 4. Individuals authorized by the Board to carry firearms must attend and complete any necessary training required by law and any additional training which may be required by the Board before such individuals may carry a firearm on school premises. Certification of completion must be provided to the Board.

Section 5. Any person not specifically granted permission by the Board is strictly prohibited from carrying firearms or other deadly weapons on school property except in accordance with Ohio law.

Section 6. The Board hereby finds and determines that all formal actions relative to the adoption of this resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of its committees, if any, which resulted in formal action, were taken in meetings open to the public, in full compliance with applicable legal requirements, including Section 121.22, ORC.

Section 7. This resolution shall be in full force and effect from and immediately after its adoption and shall supersede any prior resolution or act of this Board, which may be inconsistent with or duplicative of the provisions of this resolution.

___________________ moved and __________________ seconded the motion and the roll being called upon the question of the adoption of the resolution, the vote resulted as follows:

AYE:

NAY:

ADOPTED this _____ day of ______________, 2017.
CERTIFICATE

The undersigned hereby certifies that the foregoing is a true and correct copy of a resolution adopted at a meeting held on the _____ day of day of ____________, 2017, together with a true and correct extract from the minutes of said meeting to the extent pertinent to consideration and adoption of said resolution.

Treasurer
**Attachment 2**

**Salary Schedule**
The salary of all employees shall be paid in accordance with the salary rates set forth in the adopted schedules. The step index does not equate to years of experience or years employed by the school district. A one step increase is a merit based increase as determined by a required written annual evaluation. Step increases of greater than one step require Board notification prior to the increase.

For any district administrator whose schedule is not directly tied to the day to day operations of a school building (i.e. central office administrators and district director of student athletics) there shall be 222 days in the administrator's work calendar each contract year, which days shall be determined and agreed upon by the Superintendent of the Board (or designee) and the administrator prior to each contract year. The specific days in the work calendar that are agreed upon by the Superintendent of the Board (or designee) and the administrator for each contract year may be modified during each contract year with the approval of the Superintendent or designee.

**Administrative Salary Schedule**

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<th>Class</th>
<th>Positions</th>
<th>Responsibility Factor</th>
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<tr>
<td>VIII</td>
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<td>VII</td>
<td>Business Manager</td>
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<td>Middle School Principal</td>
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<td>V</td>
<td>Assistant High School Principal</td>
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<td>Coordinator of Secondary Programs</td>
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**Time Factor for all positions (222 days)** X 1.25
Job Description

Job Title: School Resource Officer   EMIS Position Code: ______

GENERAL DESCRIPTION
Assists the school administration with maintaining a safe and positive school climate through a variety of duties and responsibilities

QUALIFICATIONS
1. High school diploma or equivalent.
2. Previous experience in law enforcement.
3. Valid certificate/license as issued by the Ohio Department of Education.
4. The applicant must have received a certificate of having satisfactorily completed an approved basic peace officer training program in the State of Ohio, unless the person has completed 20 years of active duty as a peace officer.
5. Completion of annual firearms requalification program approved by the executive director of the Ohio peace officer training commission.
6. If so authorized by the Board of Education, carry a firearm on property owned by the Board of Education in accordance with state and federal law and Board policy.

PROFESSIONAL EXPECTATIONS
1. Promote outstanding public relations by maintaining effective working relationships with students, peers, parents and community.
2. Always positively represent the Loveland City School District with one's words, actions and behavior.
3. Maintain a professional relationship with all students at all times, and comply with state and federal laws related to maintaining confidential information.
4. Adhere to all federal, state and local laws and statutes regarding criminal activity, and adhere to all policies of the Board of Education or Ohio Department of Education.
5. Have a positive mindset about all situations and interactions.
6. Punctuality and outstanding attendance

ESSENTIAL DUTIES AND RESPONSIBILITIES
1. Confers with administration, teachers, students, and parents concerning behavioral issues in school that threaten the safety of students, staff or the school facility
2. Mediates disputes
3. Assists administration in the investigation of violations of the student code of conduct
4. Assists the administration in the enforcement of the student code of conduct
5. Reports problems, incidents, and conditions affecting the security of the school building and grounds to administration
6. Maintains visibility throughout the school, especially between classes and during lunch
7. Monitors all areas that students frequent or where health, safety or efficient operation of the District is a concern.
8. Monitors school security cameras at administration’s request.
9. Helps to monitor areas at extra-curricular events when requested.
10. Intercepts unauthorized visitors and directs them to the school office or off the school property.
11. Establishes open communication with students.
12. Works to prevent school discipline issues or criminal acts through proactive contact with students and preventative action.
13. Advises Superintendent and Board of Education on matters related to school security.
14. Supervises driveways and parking areas before and after the regular school day as scheduled or requested.
15. Conducts regular security checks of the physical plant.
16. Works with administration to coordinate safety drills.
17. Responds appropriately to reports on school safety tip line.
18. Works with district School Resource Officer on matters that are criminal in nature.
19. Reports criminal acts to administration for referral to local law enforcement.
20. Writes incident reports, interviews witnesses, and victims, and testifies in court.
21. Works with School Resource Officer and administration to continuously assess school safety and the critical incident response plan.
22. Assists when emergencies occur at the school building.
23. Participates as a safety resource person in classrooms.
24. Maintains appropriate data for use in supporting positive behavioral support systems.
25. Maintains confidentiality.

OTHER INFORMATION ASSOCIATED WITH THIS POSITION

1. Ability to communicate effectively with law enforcement personnel, students, parents, colleagues and administration.
2. Ability to respond to common inquiries or concerns from students, parents, agencies, teachers or members of the school community.
3. Ability to read, write and comprehend simple instructions, short correspondence and memos. Ability to effectively present information and facts to the school administrators.
4. Ability to effectively present information to administration, staff, public groups, and/or Board of Education on matters pertaining to school safety.
5. Ability to solve practical problems and deal with a variety of variables in situations that may arise.
6. Ability to maintain composure under stressful conditions.
7. Ability to establish and maintain effective working relationships with students, peers, parents and community.
8. Ability to speak clearly and concisely in written or oral communication. Ability to use computers for communication and record keeping.
9. Ability to perform duties with awareness of all district requirements and Board of Education policies.
10. Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, and stoop.
11. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds.
12. The noise level in the work environment is usually moderate and sometimes loud.
13. The employee will regularly work indoors and occasionally work outdoors.

SUPERVISORY RESPONSIBILITIES

Supervises and directs security issues related to all staff, students, and visitors. Recommends procedures and policy pertaining to school security.

REPORTS TO: Building Principal or Director of Human Resources
STATUS: Exempt

SALARY: Based on training and experience in accordance with the district salary schedule.

This job description is only to be interpreted as a basic guideline of your job responsibilities. As a district we require employees to perform duties as assigned that may not appear on this job description. District human resources will be required to follow the instructions and perform the duties required by their supervisor, appointing authority, or designee. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Approved By: Board of Education  Approved Date:

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

________________________________________   __________
Signature   Date

Job Title: School Resource Officer  EMIS Position Code: _____