



Resource Officer

Job Description

POINTS OF INTEREST

- Four- day work week: Focus is open Monday through Thursday;
- Stable, successful school environment with over 12 years of successful academic offerings
- Professional, effective, friendly staff and administration
- Administrative staff members are former teachers.

RESPONSIBILITIES

The purpose of the Resource Officer position is to identify potential problems regarding welfare, safety and/or security of students, personnel, visitors and/or site; maintain safety on campus by enforcing disciplinary policies and regulations; communicate information and respond to inquires; rapport building with students and staff to help maintain a great working environment.

Essential Functions

- Assists community law enforcement personnel for the purpose of supporting them on student drug related problems.
- Communicates district policies and enforcement procedures to students, personnel and visitors for the purpose of ensuring their understanding and the potential consequences of violation.
- Investigates potential crimes and/or student related incidents (e.g. surveillance camera, cafeteria, numerous floors etc.) for the purpose of resolving conflicts and/or pursuing further action.
- Monitors school facilities (e.g. grounds, buildings, adjacent areas, parking lot, lunch time activities, vehicle registration, etc.) for the purpose of providing visibility, maintaining security, and deterring crime.
- Prepares documentation (e.g. incident and activity reports, authorities logs, visitor logs, etc.) for the purpose of providing written support and/or conveying information.
- Responds to emergency situations (e.g. fights, injury, classroom, etc.) for the purpose of addressing immediate safety concerns.
- Restrains students (e.g. overdoses, behavioral problems, etc.) for the purpose of ensuring their own safety and the safety of others.
- Searches students, vehicles, etc. for the purpose of ensuring safety of students/personnel and referring to administration and/or law enforcement as may be required.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

FOCUS LEARNING ACADEMY EAST • 4480 REFUGEE RD. • COLUMBUS, OH 43232 • (614) 269-0150
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Job Requirements:

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment; preparing and maintaining accurate records; and utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: codes, regulations & laws related to the rights of students; safety practices and procedures; and the physical signs indicating students are under the influence of alcohol or other drugs; and gang-member identification

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with constant interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 23% sitting, 42% walking, and 35% standing. The job is performed under some temperature extremes and a generally hazard free environment.

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Experience

Job related experience is desired but not required..

Education

High School diploma or equivalent.

Required Testing

None Specified

Certificates & Licenses

Valid Ohio State Driver's License

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice/Fingerprint

TO APPLY:

Please send your resume' for consideration to our school director via email:

Kerry Hill

kerry.hill@focuslearn.org

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