



# Lansing Unified School District 469

200 East Mary Street  
Lansing, Kansas 66043  
913-727-1100  
www.usd469.net

**Job Title:** School Resource Officer

**Reports to:** Superintendent

**Purposes and Objectives of the Position:**

The School Resource Officer serves as a member of the district's faculty acting as teacher, guest speaker, informal counselor, programs coordinator, and law enforcement officer.

**Qualifications:**

- Bachelor's degree OR an equivalent combination of education, training, and experience in office management
- Extensive knowledge of the operation and function of the various school system departments and offices, with the ability to communicate with administrators and School Board members
- Three years' experience in a school or at the District level
- Ability to deal effectively and graciously with the public

**General Duties and Requirements**

- Serves as a police figure and positive role model by dealing with law and safety issues.
- Serves as a resource to teachers, parents and students by dealing with individual problems, concerns and questions.
- Provides classroom instruction on law-related topics, violence prevention and diffusion, internet safety, bullying, alcohol and drug prevention, citizenship and safety.
- Reduces juvenile crime by increasing students' awareness of rules, authority, justice by promoting self-awareness and responsible citizenship.
- Reviews school crisis plans and conducting safety meetings with school staff and students.
- Assists with tornado, fire and lockdown drills.
- Gathers information about problems such as criminal or gang activity, student unrest and individuals who may be disruptive to the school.
- Performs other duties as assigned.

*The district reserves the right to modify job duties or job descriptions at any time.*

**USD 469 Board of Education Policies**

**Knowledge, Skills, and Abilities Required:**

- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.
- Ability to manage job responsibilities and to meet the established district outcomes.
- Ability to use necessary district-identified computer hardware and software, and other district-provided technology.
- Ability to physically adapt to the compressed time schedule of a school day and year.