



THE GLOUCESTER PUBLIC SCHOOLS

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PERSONNEL SUB-COMMITTEE MEETING

Tuesday, January 28, 2014
5:00 pm
Superintendent's Conference Room
2 Blackburn Drive, Gloucester, MA 01930

A G E N D A

I. CALL TO ORDER

II. REPORTS/DELIBERATIONS/DISCUSSIONS

- A. Report from Superintendent Safier and Gloucester Police Department Sergeant Michael Gossom regarding development of the GHS Resource Officer's job description.
- B. Report from Superintendent Safier and Christina Clem regarding development of the Attendance Supervisor's job description.
- C. Review of the Superintendent evaluation template and discussion of potential modifications for the 2014 evaluation.
- D. Discussion items that were not reasonably anticipated by the Chairperson, in accordance with M.G.L., Chapter 30A, Section 18-25

III. ACTION

IV. EXECUTIVE SESSION

- A. For the purpose of discussing 2013-2014 salary of non-union personnel and future negotiations with union and non-union groups.

V. ADJOURNMENT

SCHOOL RESOURCE OFFICER—Draft

SUMMARY

The School Resource Officer (SRO) has the primary responsibility of being a visible and active law enforcement figure at the high school, providing safety and security and acting as a law enforcement resource. He/she will work closely with faculty and administration to solve problems, and to investigate and prevent crimes within the school community. The SRO will also be the liaison between the school community and the Gloucester Police Department.

DUTIES AND RESPONSIBILITIES

It is the duty and responsibility of the School Resource Officer to:

1. Work closely with the school principal, administration, and staff, meeting at least on a daily basis.
2. Act as a resource with respect to delinquency prevention and safety by providing programs of educational leadership to students, parents and faculty. Topics could include tobacco, alcohol, and other substance-related issues, conflict resolution, violence prevention, crime prevention, domestic and teen dating violence, and safety issues in the school community.
3. Provide guidance on ethical issues in the classroom setting for students.
4. Provide individual counseling and/or mentoring to students.
5. Refer students and their families to the appropriate service agencies for assistance when a need is determined.
6. Be available for conferences with students, parents and faculty members to assist with problems related to law enforcement and crime prevention.
7. Attend meetings of parent groups and faculty-wide, in-service sessions.
8. Confer with the school administration to develop strategies to prevent or minimize dangerous situations on or near the campuses.
9. Promote citizen awareness of law enforcement efforts on campus to ensure the peaceful operation of school-related programs and build support with students.
10. Whenever possible, attend school functions or extracurricular school events.
11. Remain fully responsive to the chain of command of the Gloucester Police Department in all matters related to employment and assignment.

12. When conducting formal police interviews on a school campus with a student, the SRO shall abide by the school policies, department policies, and state and federal laws regulating these interviews.
13. Act as a liaison with representatives from related social service and criminal justice agencies i.e. Juvenile Probation, youth guidance programs, DSS, DCS, etc..
14. Provide traffic assistance daily during designated periods to ensure the safe and efficient flow of school related traffic.

Draft

Attendance Supervisor

The following duties are required for this position:

1. Investigate cases of students residing out-of-district and attending the Gloucester Public Schools.
2. Investigate cases of habitual absentees as reported by the principal or vice-principal of a school.
3. Investigate cases of truancy as reported by the principal or vice-principal of a school.
4. Investigate cases of “adult failure to send”, and report findings to the appropriate authorities when necessary.
5. Initiate legal proceedings to enforce compulsory attendance laws; prepare information for formal hearings/court cases; and represent the Gloucester Public Schools in the courtroom when required.
6. Attend School Attendance Review Board meetings.
7. Visit the homes of students with attendance problems, advising parents and students on the necessity for regular attendance and providing information about State requirements and school district rules and regulations.
8. Provide off-site assistance to school administrators by verifying student absence/attendance, making phone calls, following up with home visits, and reporting back to administrators with the outcome of these initiatives.
9. Prepare and present reports as requested by school authorities, ensuring the confidentiality of students and their families.
10. Conduct him/herself with the full appreciation that he or she is acting as a representative of the Gloucester Public Schools.
11. Hold parent information/training sessions quarterly or as needed.
12. Perform other duties as assigned.
13. Meet with administrators during non-school time as needed (vacation week, summer, etc.)

The following knowledge and qualifications are required for this position:

1. Knowledge and understanding of Massachusetts General Laws, specifically Section 2 and 8 of Chapter 72; Sections 1, 4-7, and 9-11 of Chapter 76; Sections 92, 93, and 95 of Chapter 149; and Section 39E of Chapter 119.
2. Knowledge and understanding of the Massachusetts court system and procedures as related to the above-referenced laws.
3. Ability to prepare concise, complete, and accurate reports.
4. Ability to establish and maintain effective working relationships with students, parents, and school staff.
5. Ability to exercise sound judgment and to represent the Gloucester Public Schools in a professional manner at all times.