

## HIGHLANDS SCHOOL DISTRICT

TITLE:	School Police Officer
CLASSIFICATION:	Contracted Position, Non-professional, Supervisory
REPORTS TO:	Superintendent
SUPERVISES:	Security Guards
JOB GOAL:	To oversee and improve programs and procedures that contribute to a safe environment that is conducive to learning.
TERMS OF EMPLOYMENT:	This is a 205 day position. Salary and benefits to be determined based on qualifications and experience.
EVALUATION:	Performance of this job will be evaluated in accordance with Employment Contract.
QUALIFICATIONS:	<p><u>Qualifications of the Position Include:</u></p> <ol style="list-style-type: none"><li>1. Formal documented training in security and police procedures;</li><li>2. Proficiency in current security procedures;</li><li>3. Ability to express him/herself clearly and concisely in oral and written communications;</li><li>4. Ability to maintain cooperative relationships between employees, staff and public;</li><li>5. Valid Pennsylvania driver's license and safe driving record;</li><li>6. Organizational skills required to keep current with departmental record needs;</li><li>7. Current Act 34 (State Criminal Background), Act 151 (Child Abuse) and Act 114 (FBI) clearances;</li><li>8. Ability to perform the following, which are required in the position:<ol style="list-style-type: none"><li>(a) Use hands to handle or feel objects, tools or controls, and to be able to talk and hear.</li><li>(b) Extended periods of standing, walking, stooping and bending and occasionally be required to kneel, crouch or sit.</li><li>(c) Have specific vision abilities, to include close vision, color vision, and the ability to focus.</li><li>(d) Have the ability to lift and/or move up to 50 pounds and to climb ladders.</li><li>(e) Possess effective judgment, communication, mathematical, planning and human relations skills and will be required to work under periods of stress due to the nature of this position.</li><li>(f) Ability to operate and perform computerized functions as required for this position and to be able to learn and use district provided software.</li></ol></li></ol>

9. Possess and maintain current Act 120 Municipal Police training Certification.

JOB DUTIES: Duties for the Position Include:

- i. Provide daily operational management for the security department, students and personnel at all School District facilities;
2. Establish and maintain a safe and secure campus environment;
3. Enforce good order in school buildings, on school buses and on school grounds in the School District;
4. Exercise the same powers as are now or may hereafter be exercised under authority of law or ordinance by the police of the municipality wherein the school property is located;
5. Serve as an arresting officer in situations warranting arrest in the School Police Officer's professional judgment;
6. Issue summary citations or detain individuals until local law enforcement is notified;
7. Keep daily activity and incident logs and disseminate that information as required.
8. Conduct routine security inspections identifying concerns and providing reports as needed.
9. Handle investigations, reporting and interviewing required due to any infraction occurrences.
- i0. Attend meetings as School District representative for security issues to include Safety Committee meetings.
- ii. Patrol and secure School District buildings.
- i2. Serve as a resource person to the building principals, as requested, to address student groups on various aspects of school safety.
- i3. Investigate reported or suspected criminal activity occurring on or near School District property and on School District school buses and vans, and coordinate disposition of each case with the appropriate authorities.
- i4. At the request of the building principals or the School District Administration, investigate and report to the appropriate administrator violations or suspected violations of the School District Student Discipline Policy, and any other policy concerning the department of School District pupils.
- i5. Submit required reports to the principals or the School District Administration in such form and detail as to clearly depict conditions, or results of an incident or situation involving School District security or safety issues.
- i6. Attend, when necessary, informal and formal student discipline hearings, magistrate hearings and other court proceedings involving the School District, its students or staff.
- i7. Assist and cooperate with local police force(s) in accordance with agreements which may exist between the School District and constituent municipalities.
18. Promptly execute all directives of the School District Administration relating to safety of students, staff, visitors and property.

19. Foster, project and maintain a positive image with the students, staff and the public.
20. Maintain the highest degree of confidentiality appropriate to the School Police Officer position and to each situation.
21. Be subject to any and all other powers and duties as set forth in Section 778 of the Public School Code, as amended, and as such Section may in the future be amended from time to time.
22. Follow all applicable Board Policies, local, state and federal laws.
23. Perform such duties as may be assigned by the Superintendent or his/her designee.