



## Carlynton School District

### Job Posting | School Police Officer

The Carlynton School District is seeking a qualified and community-oriented School Police Officer (SPO) to provide a safe and secure learning environment for all students and staff. The SPO serves as a visible and proactive presence in our schools, fosters positive relationships, supports restorative practices, and collaborates closely with school and community stakeholders to promote safety, trust, and student well-being.

#### **Mission**

The Mission of the Carlynton School District is to empower every student to thrive in a global society through a nurturing and challenging education.

#### **Vision**

The vision of the Carlynton School District is to prepare all students for success in a dynamic global economy.

**Position:** School Police Officer (SPO)

**Location:** Carlynton School District (K-12)

**Type:** Independent Employment Contract

**Work Year:** 191 Days

**Annual Salary:** \$50,000

**Application Deadline:** May 7, 2025

**Start Date:** August 2025

**Reports to:** Superintendent and the School Safety and Security Coordinator

#### **Compensation and Benefits:**

- **Annual Salary:** \$50,000 (based on 191-day work year with overtime opportunities)
- **Full Benefits Package including:**
  - Health insurance coverage
  - Dental, vision, and life insurance
  - Paid sick and personal leave
  - Retirement benefits through PSERS (Pennsylvania Public School Employees' Retirement System)

**Key Responsibilities:**

- Serve as a mentor and role model to students, emphasizing prevention, de-escalation, and positive engagement
- Promote a safe, inclusive, and respectful learning environment
- Assist in emergency preparedness, response, and training
- Provide educational programs on safety-related topics
- Patrol school grounds and monitor activities for safety concerns
- Work collaboratively with staff, students, families, and first responders
- Maintain detailed records, complete reports, and follow all mandated reporting laws
- Support and implement district restorative justice and PBIS initiatives
- Attend school-related events and provide safety services when needed

**Qualifications:**

- High school diploma or equivalent
- Successfully completed basic training as required by the Municipal Police Officers' Education and Training Commission (MPOETC) or graduated from the Pennsylvania State Police Academy, have been employed as a state trooper with the Pennsylvania State Police (PSP) and have separated from that service in good standing
- Completion (or willingness to complete) the NASRO Basic School Resource Officer Course, as required under Act 67
- Minimum of 10 years of active law enforcement experience *or* combination of relevant experience and education
- Experience working with school-aged children, preferably in an educational setting
- Certification or training in de-escalation and mental health crisis response
- Valid PA Driver's License
- Current clearances: Act 34, Act 151, and FBI Fingerprint Clearance (*Copies of Act 34, Act 151, and FBI clearances are preferred with this application. However, they are not required at the time of application but must be submitted prior to final appointment.*)
- Current firearms proficiency qualification documentation or able to pass a firearms proficiency qualification conducted by a district approved entity prior to final appointment.

## How to Apply:

Interested applicants must submit the following by **May 7, 2025**:

- Cover letter
- Resume
- Short written statement (300–500 words):  
*“What is your philosophy on the role of a School Police Officer and how it differs from traditional law enforcement?”*
- School Police Officer (SPO) Employment Application
- Copies of the following certifications (as applicable):
  - Act 120 Certification *or* proof of honorable service as a former PA State Trooper
  - NASRO Basic SRO Course certificate *or* written acknowledgment of willingness to complete it
  - Specialized training certificates (e.g., de-escalation, trauma-informed care, etc.)
- Copies of Act 34, Act 151, and FBI clearances (*Copies of Act 34, Act 151, and FBI clearances are preferred with this application. However, they are not required at the time of application but must be submitted prior to final appointment.*)

Materials must be submitted via email to **hiring@carlynton.k12.pa.us** by **Wednesday, May 7, 2025**. You should receive an email reply back that your application has been received within 24 hours of submission.

If experience any issues completing the application or you do not receive an email confirmation that your application has been received, please contact Mrs. Rachel Byerly by emailing [rachel.byerly@carlynton.k12.pa.us](mailto:rachel.byerly@carlynton.k12.pa.us) and calling 412-429-2500 - Option 8 - ext: 1102. Please leave a voice message if your phone call is unanswered.

## Interview Timeline:

- Application Deadline Wednesday, May 7, 2025
- Applications reviewed, and selected candidates move to the first-round interview scheduled for the month of May.
- Selected first-round applicants move to the second-round interview scheduled for the month of May.
- Selected second-round applicants scheduled for final-round interview scheduled for the month of June.

## More Information:

For the full job description and updates, visit our School Police webpage:  
[www.carlynton.net/departments/safety-and-security/school-police](http://www.carlynton.net/departments/safety-and-security/school-police)



# Carlynton School District

## Employment Application School Police Officer (SPO)

### GENERAL INSTRUCTIONS:

Please complete all sections of this application packet thoroughly, honestly, and legibly. Incomplete applications may be disqualified from consideration. If you have questions while completing the application, please email [hiring@carlynton.k12.pa.us](mailto:hiring@carlynton.k12.pa.us) or call **(412) 429-2500 - Option 8 - ext: 1102**.

### APPLICANT DEMOGRAPHICS

|  |                       |                                |
|--|-----------------------|--------------------------------|
| <b>First Name:</b>                                     | <b>Last Name</b>      | <b>Middle Initial:</b>         |
| <b>Alias(es), Nickname(s), Other Changes in Name:</b>  |                       | <b>Social Security Number:</b> |
| <b>Present Address: (Street, City, State, and Zip)</b> |                       |                                |
| <b>Cell Phone Number:</b>                              | <b>Email Address:</b> |                                |

### QUALIFICATION QUESTIONS

**1. Have you successfully completed basic training as required by the Municipal Police Officers' Education and Training Commission (MPOETC) or graduated from the Pennsylvania State Police Academy, have been employed as a state trooper with the Pennsylvania State Police (PSP) and have separated from that service in good standing?**

\_\_\_\_\_ YES, I successfully completed basic training as required by MPOETC.

\_\_\_\_\_ YES, I graduated from the PSP Academy, was employed as a PA State Trooper, and separated in good Standing.

\_\_\_\_\_ NO (Selecting **NO** to this question indicates that you are not qualified to apply for this position.)

**2. Have you successfully completed the Basic School Resource Officer (Basic SRO) course offered by the National Association of School Resource Officers (NASRO) or an equivalent training approved by PCCD?**

YES: \_\_\_\_\_

NO: \_\_\_\_\_ (If selecting NO, you agree that you are willing and able to successfully complete the Basic SRO course offered by NASRO or the PCCD equivalent training prior to your appointment as the School Police Officer.)

**3. Have you attended this year's annual in-service training approved by MPOETC?**

YES: \_\_\_\_\_ NO: \_\_\_\_\_ (If selecting NO, you agree that you are willing and able to complete the required annual in-service training approved by MPOETC prior to your appointment as the School Police Officer.)

**4. Are you now or have you ever been a School Police Officer or School Resource Officer? YES \_\_\_\_\_ NO \_\_\_\_\_**

If yes, were you an SPO and/or an SRO, and how years have you served in that position?

SPO: \_\_\_\_\_ Years of Service as an SPO: \_\_\_\_\_ | SRO: \_\_\_\_\_ Years of Service as an SRO: \_\_\_\_\_

**RESIDENCES**

List all residences for the past 10 years beginning with the current:

| From: Month and Year – To: Month and Year | Address |
|---|---------|
|   |         |
|   |         |
|   |         |
|   |         |
|   |         |

**VEHICLE OPERATOR'S LICENSE**

Provide the following information concerning any vehicle operator's license you have held or now hold:

| Type of License | Number | Issuing Authority | Expiration Date |
|-----------------|--------|-------------------|-----------------|
|                 |        |                   |                 |
|                 |        |                   |                 |
|                 |        |                   |                 |

Have you ever had a license suspended or revoked: YES:\_\_\_\_ NO:\_\_\_\_

If yes, please explain:

**CONVICTION OF A CRIME**

Have you ever been convicted of a misdemeanor, felony, or greater criminal violations: YES:\_\_\_\_ NO:\_\_\_\_

If yes, state the violation, court of jurisdiction, and date of conviction:

**PAST AND PRESENT MEMBERSHIP IN ORGANIZATIONS**

| Organization Name | Type of Organization (Social, Fraternal, Professional, etc.) | Office Held | Membership Dates From and To |
|-------------------|--|-------------|------------------------------|
|                   |  |             |                              |
|                   |  |             |                              |
|                   |  |             |                              |
|                   |  |             |                              |
|                   |  |             |                              |

**EDUCATION**

**1. List all high schools attended grades 9-12.**

| <b>School Name</b> | <b>Street, City, State and Zip</b> | <b>Years Completed</b> | <b>Dates Enrolled From - To</b> | <b>Graduated Yes/No</b> |
|--------------------|------------------------------------|------------------------|---------------------------------|-------------------------|
|                    |                                    |                        |                                 |                         |
|                    |                                    |                        |                                 |                         |
|                    |                                    |                        |                                 |                         |

**2. List all post-secondary education institutions attended. Attach transcripts for earned degrees.**

| <b>Name of Post-Secondary Education Institution</b> | <b>Street, City, State and Zip</b> | <b>Years Completed</b> | <b>Date Enrolled From - To</b> | <b>Degree Type Received</b> |
|---|------------------------------------|------------------------|--------------------------------|-----------------------------|
|   |                                    |                        |                                |                             |
|   |                                    |                        |                                |                             |
|   |                                    |                        |                                |                             |

**3. List any additional other schools or training (trade, vocational, military). Provide the name and address of the school, subject(s) studied, certificate(s) earned, and any other pertinent information.**

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**SPECIAL QUALIFICATIONS AND SKILLS**

**1. List any special license such as pilot, radio operator, etc., showing licensing authority, where the license was first issued, and date current license expires.**

**2. Special skills you possess and machines and equipment you can use. (For example, computer programmer, polygraph operator, vehicle inspection mechanic, scientific or professional devices.)**

**3. Special qualifications not covered in application: (For example, your most important publications, patents, inventions, public speaking, membership in professional or scientific societies, honors and fellowships received, etc.)**

**4. FOREIGN LANGUAGE: *List the language and your fluency in it.***

| Language | Reading | Speaking | Understanding | Writing |
|----------|---------|----------|---------------|---------|
|          |         |          |               |         |
|          |         |          |               |         |
|          |         |          |               |         |



**EMPLOYMENT HISTORY: (Current or most current first)**

|   |  |
|---|--|
| <b>Name of Employer:</b>  | <b>Employer Address:</b>               |
| <b>Employer Phone Number:</b>   | <b>Dates of Employment (From - To)</b> |
| <b>Position(s) Held:</b>  |  |
| <b>Briefly state your reason for leaving:</b>                                       |  |
| <b>May we contact this employer now, or only after a conditional offer is made?</b> |  |

|   |  |
|---|--|
| <b>Name of Employer:</b>  | <b>Employer Address:</b>               |
| <b>Employer Phone Number:</b>   | <b>Dates of Employment (From - To)</b> |
| <b>Position(s) Held:</b>  |  |
| <b>Briefly state your reason for leaving:</b>                                       |  |
| <b>May we contact this employer now, or only after a conditional offer is made?</b> |  |

|   |  |
|---|--|
| <b>Name of Employer:</b>  | <b>Employer Address:</b>               |
| <b>Employer Phone Number:</b>   | <b>Dates of Employment (From - To)</b> |
| <b>Position(s) Held:</b>  |  |
| <b>Briefly state your reason for leaving:</b>                                       |  |
| <b>May we contact this employer now, or only after a conditional offer is made?</b> |  |

|   |  |
|---|--|
| <b>Name of Employer:</b>  | <b>Employer Address:</b>               |
| <b>Employer Phone Number:</b>   | <b>Dates of Employment (From - To)</b> |
| <b>Position(s) Held:</b>  |  |
| <b>Briefly state your reason for leaving:</b>                                       |  |
| <b>May we contact this employer now, or only after a conditional offer is made?</b> |  |

|   |  |
|---|--|
| <b>Name of Employer:</b>                      | <b>Employer Address:</b>               |
| <b>Employer Phone Number:</b>                 | <b>Dates of Employment (From - To)</b> |
| <b>Position(s) Held:</b>                      |  |
| <b>Briefly state your reason for leaving:</b> |  |

|   |  |
|---|--|
| <b>Name of Employer:</b>  | <b>Employer Address:</b>               |
| <b>Employer Phone Number:</b>   | <b>Dates of Employment (From - To)</b> |
| <b>Position(s) Held:</b>  |  |
| <b>Briefly state your reason for leaving:</b>                                       |  |
| <b>May we contact this employer now, or only after a conditional offer is made?</b> |  |

|   |  |
|---|--|
| <b>Name of Employer:</b>  | <b>Employer Address:</b>               |
| <b>Employer Phone Number:</b>   | <b>Dates of Employment (From - To)</b> |
| <b>Position(s) Held:</b>  |  |
| <b>Briefly state your reason for leaving:</b>                                       |  |
| <b>May we contact this employer now, or only after a conditional offer is made?</b> |  |

|   |  |
|---|--|
| <b>Name of Employer:</b>  | <b>Employer Address:</b>               |
| <b>Employer Phone Number:</b>   | <b>Dates of Employment (From - To)</b> |
| <b>Position(s) Held:</b>  |  |
| <b>Briefly state your reason for leaving:</b>                                       |  |
| <b>May we contact this employer now, or only after a conditional offer is made?</b> |  |

**CHARACTER REFERENCES**

Please provide at least three character references who have known you personally for an extended period. Do not include relatives, former employers, or individuals living outside of the United States.

| Name | Address | Phone Number | Years Known | How They Know You |
|------|---------|--------------|-------------|-------------------|
|      |         |              |             |                   |
|      |         |              |             |                   |
|      |         |              |             |                   |
|      |         |              |             |                   |
|      |         |              |             |                   |

**PROFESSIONAL REFERENCES**

Please provide at least three professional references who are familiar with your work experience, job performance, or law enforcement background. Do not list relatives.

| Name | Address | Phone Number | Years Known | How They Know You |
|------|---------|--------------|-------------|-------------------|
|      |         |              |             |                   |
|      |         |              |             |                   |
|      |         |              |             |                   |
|      |         |              |             |                   |
|      |         |              |             |                   |

**1. Are there any incidents in your life not mentioned herein which may reflect upon your suitability to perform the duties, which you may be called upon to take, or which might require further explanation?**

If yes, give details.

**APPLICANT REMARKS** *(If any)*

**APPLICANT COMMUNICATION & CONTACT PROCEDURE  
ACKNOWLEDGEMENT AND RELEASE**

All application materials must be submitted via email to [hiring@carlynton.k12.pa.us](mailto: hiring@carlynton.k12.pa.us) by Wednesday, May 7, 2025. Upon submission, applicants should receive a confirmation email within 24 hours. If you do not receive this confirmation, it is your responsibility to contact Mrs. Rachel Byerly by emailing [rachel.byerly@carlynton.k12.pa.us](mailto: rachel.byerly@carlynton.k12.pa.us) and calling (412) 429-2500 – Option 8 – Ext. 1102. Please leave a voicemail if your call is not answered.

As part of the hiring process for the position of School Police Officer with the Carlynton School District, it may be necessary to contact applicants who are being considered for further evaluation. The District will use the phone number and email address provided on the application to initiate contact. If the first attempt is unsuccessful, a second attempt will be made. If both attempts fail, the applicant will be removed from further consideration.

It is the applicant’s responsibility to ensure that their contact information is accurate and up to date. Applicants must also check their email and voicemail regularly throughout the process.

By signing below, the applicant affirms that they have read, understand, and agree to comply with this communication and contact procedure.

|                      |               |       |
|----------------------|---------------|-------|
| Applicant Signature: | Printed Name: | Date: |
|----------------------|---------------|-------|

## AUTHORIZATION FOR RELEASE OF INFORMATION

To Whom It May Concern:

I hereby authorize the Carlynton School District, and/or any of its investigators or authorized agents, to conduct a full and thorough investigation into my background in connection with my application for the position of School Police Officer. I authorize the release and examination of records pertaining to my criminal history, court actions, education (including transcripts), prior employment, military service, and any other information necessary to determine my qualifications for this position.

I understand that the Carlynton School District will not request access to medical records or drug/alcohol treatment records unless such access is permitted by law and accompanied by a separate, specific written authorization in accordance with the Health Insurance Portability and Accountability Act (HIPAA) and Title 42 of the Code of Federal Regulations (42 CFR Part 2).

I understand that the information obtained through this investigation will be used solely for employment purposes and that a photocopy of this signed release may be accepted with the same authority as the original.

I further release and hold harmless the Carlynton School District, its employees, agents, and any individuals or organizations providing information from any liability or claim related to the release of information provided in good faith.

|  |                      |
|--|----------------------|
| <b>Applicant Signature:</b>                    | <b>Printed Name:</b> |
| <b>Social Security Number (Last 4 Digits):</b> | <b>Date:</b>         |

|                           |                      |
|---------------------------|----------------------|
| <b>Witness Signature:</b> | <b>Printed Name:</b> |
| <b>Date:</b>              |                      |

## FCRA DISCLOSURE AND AUTHORIZATION FORM

### DISCLOSURE REGARDING BACKGROUND INVESTIGATION

The Carlynton School District may obtain information about you from a consumer reporting agency for employment purposes. A consumer report may include information about your character, general reputation, personal characteristics, and/or mode of living. The report may also contain information concerning your criminal history, employment history, educational background, driving record, and other relevant information.

This information may be obtained in whole or in part from consumer reporting agencies, such as but not limited to: employment background screening firms, criminal justice agencies, or educational institutions. You have the right, upon written request made within a reasonable time, to request whether a consumer report has been obtained and to request a copy of your report.

### AUTHORIZATION

I hereby authorize the Carlynton School District to obtain consumer reports about me for employment purposes, including initial hiring and any employment-related decisions going forward.

I acknowledge that I have received a copy of the 'Summary of Rights Under the Fair Credit Reporting Act.'

|  |                      |
|--|----------------------|
| <b>Applicant Signature:</b>                    | <b>Printed Name:</b> |
| <b>Social Security Number (Last 4 Digits):</b> | <b>Date:</b>         |



## SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies.

There are many types of consumer reporting agencies, including credit bureaus and specialty agencies that sell information about check writing histories, medical records, and rental history records.

Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore)

or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

- You must be told if information in your file has been used against you.
- You have the right to know what is in your file.
- You have the right to ask for a credit score.
- You have the right to dispute incomplete or inaccurate information.
- Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.
- Consumer reporting agencies may not report outdated negative information.
- Access to your file is limited.
- You must give your consent for reports to be provided to employers.
- You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.
- You may seek damages from violators.
- Identity theft victims and active duty military personnel have additional rights.

**For more information about your rights, visit:** <https://www.consumerfinance.gov/learnmore>

## **SCHOOL POLICE OFFICER ESSENTIAL JOB FUNCTIONS**

- Effect arrests, including using force or restraints, as necessary.
- Subdue resisting individuals using approved control techniques and defensive tools.
- Respond to emergencies, including active threats, fires, and medical crises.
- Operate a police vehicle in both routine and high-risk situations, including in hazardous weather and high-traffic areas.
- Use judgment to determine reasonable suspicion, probable cause, and appropriate force levels.
- Pursue fleeing suspects on foot.
- Perform rescue operations, including lifting, dragging, or carrying people or objects.
- Engage in physically demanding activities such as crawling, climbing, kneeling, or jumping.
- Walk and stand for extended periods; run short distances; move quickly in emergencies.
- Load, unload, and fire agency-issued firearms with both hands from various body positions under stress.
- Maintain firearms certification, including annual proficiency testing.
- Use and maintain other law enforcement tools and emergency equipment (e.g., gas mask, fire extinguisher).
- Conduct visual and audio surveillance for extended periods.
- Perform searches of persons, vehicles, and buildings.
- Detect and collect evidence related to criminal offenses or safety concerns.
- Communicate effectively via radio, in person, and in writing.
- Prepare accurate reports, statements, sketches, and other documentation.
- Provide verbal testimony and professional presence in court and formal proceedings.
- Interact positively with students, staff, and the public, including in tense or antagonistic situations.
- Deliver educational presentations on safety, conflict resolution, and law-related topics.
- Build rapport and serve as a mentor to students, especially in conflict resolution and restorative practices.
- Maintain order during school events and assist with traffic control.
- Interpret and apply local, state, and federal law, school policies, and criminal procedures.
- Remain alert and decisive in high-stress or noisy environments.
- Collaborate with staff to resolve safety concerns and provide appropriate referrals.
- Use data management, security camera systems, and other school safety technology.
- Accurately complete incident documentation and mandated reports.
- Maintain visual acuity sufficient to read printed material and computer screens.
- Demonstrate normal color vision and depth perception.
- Hear and respond to verbal commands and radio communications without aid.
- Speak clearly and distinctly.
- Uphold integrity, confidentiality, and the district's values of community, excellence, and character.
- Participate in ongoing professional development and district emergency training.
- Maintain a calm, approachable, and professional demeanor at all times.

## PERSONAL CHARACTERISTICS

Police officers maintain a position that involves the highest degree of public trust. Therefore, it is imperative and a “business necessity” that officers maintain and have a history of honesty, reliability, integrity, high moral character, the ability to manage personal finances and interpersonal skills.

Additionally, police officers are frequently placed in a position of physical and mental stress. Therefore, if the applicant poses a significant risk of substantial harm to himself/herself, other officers and the public and the significant risk of substantial harm cannot be eliminated or reduced to an acceptable level with reasonable accommodation, the applicant may be at a disadvantage in the hiring process.

## VERIFICATION OF UNDERSTANDING

**I have reviewed the above list of essential job functions for a School Police Officer and believe that:**

\_\_\_\_\_ I can fully perform all duties without reasonable accommodations.

\_\_\_\_\_ I can fully perform all duties but only with the following reasonable accommodations.

|  |
|--|
|  |
|--|

\_\_\_\_\_ I cannot fully perform all duties even with reasonable accommodations.

|                      |               |       |
|----------------------|---------------|-------|
| Applicant Signature: | Printed Name: | Date: |
|----------------------|---------------|-------|