



DIRECTOR OF SAFETY AND SECURITY, SCHOOL POLICE OFFICER
JOB DESCRIPTION

JOB INFORMATION

TITLE: Director of Safety and Security, School Police Officer

EMPLOYEE GROUP: Administrative **ADDITIONAL JOB CODES:** 115

SHIFT: Per Contract

TERM OF EMPLOYMENT: Full Time, 232

HOLIDAYS: As Per School Calendar

LOCATION(S): District-Wide

RATE OF COMPENSATION: Per Contract, ACT93

FSLA: Exempt Non-Exempt

Last Edited On: 05/15/2024 Board Approval Date:

ORGANIZATION

DEPARTMENT: Security **REPORTS TO:** Superintendent of Schools

JOB SUMMARY

SUMMARY

The Director of Safety and Security, School Police Officer will patrol the school facilities and grounds to prevent disruptive or illegal actions, access to restricted areas, theft, or vandalism on an assigned or rotating shift and will work to promote a safe and healthy environment for students, staff and visitors. Additionally, the Director of Safety and Security, School Police Officer will oversee the department functions, equipment, documentation and staffing for the Big Spring School District.

QUALIFICATIONS

The Director of Safety and Security, School Police Officer shall:

- a. Possess a high school diploma;
- b. Possess a valid Pennsylvania State Driver's License and clean driving record;
- c. Act 120 and Act 235 Certification or graduate of the PA State Police Academy, employment as a state trooper and separated from service in good standing;
- d. Training as required under 53 Pa.C.S. Ch. 21 Subch. D (relating to municipal police officer education and training);
- e. Weapons Qualification;
- f. Knowledge of PA Laws & district policies;
- g. Minimum two (2) years police or security experience;
- h. Successful completion of the Basic School Resource Office Course by the National; and
- i. Association of School Resources Officers (NASRO) shall be required before beginning duties.

ESSENTIAL FUNCTIONS

SCOPE OF RESPONSIBILITIES

- a. General School Police Responsibilities
- b. Emergency and Preparedness
- c. Administrative
- d. Supervision and Evaluation

GENERAL SCHOOL POLICE RESPONSIBILITIES

- a. Take the Oath of Office for School Police Officer;
- b. Counsel students and parents concerning unlawful behavior and consequences.
- c. Assist building administration with disorderly discipline problems (students or adults).
- d. File criminal charges for the Big Spring School District and attend court hearings as necessary;
- e. Deliver technical and law enforcement-related assistance on all security matters;
- f. Enforce applicable laws and District policies on or near School District property;
- g. Enforce parking restrictions and issue traffic and non-traffic citations;
- h. Patrol school campus student parking lots and surrounding areas before and after school;
- i. Patrol halls – visible presence circulating between every period; and
- j. Assist District staff with problem situations as requested.

EMERGENCY AND PREPAREDNESS

- a. Serve as the Safety and Security Coordinator for the Big Spring School District;
- b. Assist and serve as first point of contact for bomb threats, hostage situations, and other emergency situations as may be necessary;
- c. Advance and oversee, in coordination with the district's maintenance and technology departments, the upgrades with respect to surveillance, keyless entry, and alarm systems as needed in each building;
- d. Coordinate through building administrators and school counselors effective prevention strategies;
- e. Provide recommendations for threat reduction;
- f. Foster and maintain positive relationship with municipal and state EMS agencies; and
- g. Develop and maintain an up-to-date Emergency Preparedness Manual and system that reflects the needs of the district in relation to state and federal mandates.

ADMINISTRATIVE

- a. Organize the use of emergency communication equipment and hardware including radios, walkie talkies, cell phones, district-wide phone systems, and silent panic alarms;
- b. Serve as liaison between the Big Spring School District, District Attorney, and local police, state police, and county sheriff's office;
- c. Review of all District safety and security policies and procedures for a common and enforceable language and purpose and conduct updated security training of all school district personnel as needed;
- d. Facilitate/participate in related district committees including the safe schools committee, the crisis team, and the workplace safety committee;
- e. Coordinates random drug searches with canine unit;
- f. Track usage of district buildings and determine if security is required. Be Point of Contact for Security requests;
- g. Be the Point of Contact for district security officers, schedule their usage, and coordinate their training;

- h. Assign, direct and supervise school security personnel and event staff during District events in support of administrators, as appropriate;
- i. Contact and/or assist local law enforcement and emergency personnel when needed or while present on School District property;
- j. Understanding of school law, special education law, and criminal law; and
- k. Develop safety training for staff based upon an annual professional learning calendar.

SUPERVISION AND EVALUATION

- a. Be the Point of Contact for district security officers, schedule their usage, and coordinate their training;
- b. Assign, direct and supervise school security personnel and event staff during District events in support of administrators, as appropriate;
- c. Coordinate safety support with District Police Officers; and
- d. Provide supervision, instructional leadership and evaluation feedback to assigned staff.

MISCELLANEOUS RESPONSIBILITIES

The Director of Safety and Security, School Police Officer shall also:

- a. Engage in professional learning as necessary to effectively perform all responsibilities of the position; and
- b. Perform other duties as directed by District Administration.

WORK ENVIRONMENT

- a. Office, Schools, meeting, athletic facilities, and district properties;
- b. Work indoors and outdoors; and
- c. Travel to community resources as needed.

ATTENDANCE

- a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

PHYSICAL DEMANDS

- a. Frequent travel to school district buildings.
- b. Frequent walking throughout various areas.
- c. Often sitting at a desk for extended periods.
- d. Standing for extended periods of time.
- e. Moderate moving from 15 to 50 pounds.
- f. Some carrying – up to 50 pounds.
- g. Manual dexterity to use office equipment.
- h. Repetitive movement of fingers and hands for keyboarding.

SENSORY ABILITIES

- a. Visual acuity to read correspondence and a computer screen.
- b. Auditory acuity to be able to use telephones.
- c. Ability to speak clearly and distinctly.

TEMPERAMENT

- a. Must be courteous and able to effectively manage students. Ability to work with school-age children in a school setting.
- b. Must be able to interact well with various publics and individuals.
- c. Must be able to work as a member of a team.
- d. Must be cooperative, congenial and service-oriented, and promote these qualities in the classroom.
- e. Must be able to appropriately handle confidential information.
- f. Must have ability to analyze situations efficiently and objectively to determine a proper course of action.

COGNITIVE ABILITY

- a. Ability to follow written and verbal directions and give direction to others.
- b. Ability to create and delegate assignments.
- c. Ability to complete assigned tasks with minimal supervision.
- d. Ability to read, write and do complex computations.
- e. Ability to use correct grammar sentence structure and spelling.
- f. Ability to compose clear, concise sentences and paragraphs.
- g. Ability to organize office setting to efficiently accomplish tasks.
- h. Ability to work independently and make work-related decisions.
- i. Ability to exercise good judgment in prioritizing tasks, and directing staff.
- j. Ability to communicate effectively at all organizational levels.

SPECIFIC SKILLS

- a. Ability to operate office equipment.
- b. Must appropriately handle confidential information.
- c. Ability to manage a classroom with varied changing, service demand.

LICENSE

- a. Valid Driver's License

COMMENTS

- a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the descriptions as jobs are analyzed and modified.
- b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their Supervisor of any and all reasonable accommodation requests.
- c. The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

The Big Spring School District is an equal opportunity employer.