SCHOOL POLICE OFFICER
JOB DESCRIPTION

JOB INFORMATION

TITLE:	School Police Officer		
EMPLOYEE GROUP:	CLASSIFIED	ADDITIONAL JOB CODES:	801
SHIFT:	200 days at 8 hours/day *or* 180 days at 8 hours / day (aligns with student days)		
TERM OF EMPLOYMENT:	Per Classified Compensation Plan		
HOLIDAYS:	As Per School Calendar		
LOCATION(S):	District-Wide		
RATE OF COMPENSATION:	Per Classified Staff Compensation Plan		
FSLA:	Exempt	Non-Exempt	
Last Edited On:	08/15/2025	Board Approval Date: 01/20/2025	

ORGANIZATION

DEPARTMENT: Security

REPORTS TO: DIRECTOR of SAFETY & SECURITY

JOB SUMMARY

SUMMARY

The 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.

QUALIFICATIONS

The School Police Officer shall:

a. Possess a high school diploma;
b. Possess a valid Pennsylvania State Driver's License and clean driving record;
c. Possess an Act 120 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; and
h. Successful completion of the Basic School Resource Office Course by the National 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. District Presence / Support of Student and Staff

GENERAL SCHOOL POLICE RESPONSIBILITIES

a. Take the Oath of Office for School Police Officer;
b. Support the Director of Safety and Security by collaborating with local police, state police and sheriff's office when necessary;
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. Report, file criminal charges for BSSD in consultation with the Director of Safety & Security;
e. Attend court hearings as necessary;
f. Use of emergency communication equipment and hardware including radios, walkie talkies, cell phones, district- wide phone systems, and silent panic alarms;
g. Deliver technical and law enforcement-related assistance on all security matters;
h. Enforce applicable laws and District policies on or near School District property;
i. Enforce applicable laws and District policies on or near School District property;
j. Contact and/or assist local law enforcement and emergency personnel when needed or while present on School District properties;
k. Enforce parking restrictions and issue traffic and non-traffic citations; and
l. Understanding of school law, special education law, and criminal law.

EMERGENCY AND PREPAREDNESS RESPONSIBILITIES

a. Participate in related district committees including the District Security Team, the Certified Safety Committee, the district's crisis team, and other relevant committees;
b. Assist the Director of Safety and Security when addressing bomb threats, hostage situations, and other emergency situations as necessary;
c. Assist in maintaining systems in 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; and
f. Conducts random drug searches with canine unit.

DISTRICT PRESENCE / SUPPORT OF STAFF AND STAFF RESPONSIBILITIES

a. Counsels' students and parents concerning unlawful behavior and consequences;
b. Assist principals/assistant principals with disorderly discipline problems (students or adults);
c. Assist District staff with problem situations as requested;
d. Ability to work with school-age children in a school setting;
e. Patrol halls maintaining a visible presence circulating between every period;
f. Patrol school campus student parking lots and surrounding areas before and after school; and
g. Patrol and maintain a physical presence for after school events as determined by the Director of Safety and Security.

MISCELLANEOUS RESPONSIBILITIES

The 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 the Director of Safety and Security and/or District Administration.

WORK ENVIRONMENT

a. Office, Schools, meeting rooms, 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.