

**Carlynton School District
Job Description**



Title: School Police Officer

Reports to: Superintendent and School Safety and Security Coordinator

Group: Independent Employment Contract

Qualifications:

1. High School graduate or equivalent
2. Must have completed a basic police training certification course in conformity with the Municipal Police Officers' Education and Training Commission under 53 Pa. C.S. Ch.21 Subsection D (relating to municipal police education and training) or has graduated from the PA State Police Academy, has been employed as a State Trooper with the PA State Police, and has separated from that service in good standing.
3. Must have completed, or be willing to complete, the Basic School Resource Officer course offered by the National Association of School Resource Officers or an equivalent course of instruction.
4. Experience working with youth, preferably in an educational setting.
5. Certification or training in de-escalation techniques and mental health crisis intervention
6. Current Act 134, Act 151, and FBI Clearances as required by Pennsylvania law and any other clearances that may be required by law or by the School District
7. Knowledge of current Pennsylvania statutes, Pennsylvania Rules of Criminal Procedure, Juvenile Court procedures and proceedings, and borough and county government rules and regulations.
8. Knowledge, familiarity, and aptitude of data management systems and camera/security systems
9. Ability to analyze situations efficiently and objectively to determine a proper course of action.
10. Able to communicate, cooperate, and address situations firmly, courteously, and with respect for the rights of others
11. Minimum 10 years of active police experience or a combination of relevant experience and education as the District may find appropriate and acceptable.
12. Must maintain firearms certification if armed, with annual proficiency tests
13. Strong oral communication skills
14. Strong written communication skills

15. Valid PA Driver's License

16. Must have Acts 34, 114 and 151 Clearances

The Carlynton School District may determine such alternatives to the above qualifications as may be required for the job vacancy

Job Summary:

The School Police Officer (SPO) fosters a safe and secure learning environment by building positive relationships with students, staff, and the school community. The SPO promotes trust, de-escalates conflicts, supports restorative practices, and collaborates with school personnel to reinforce positive behavior while providing safety oversight.

Hours:

Varies based on daily assignment: 7:00 AM to 3:00 PM or 7:30 AM to 3:30 PM

Workplace Expectations:

1. Excellent interpersonal skills to support relationship building with students and staff.
2. Strong written and verbal communications as well as presentations skills
3. Must be organized with proven ability to build strong, collaborative and effective professional relationships and achieve results
4. Maintain confidentiality, cultural sensitivity, and a non-intimidating presence in alignment with the district's commitment to a welcoming learning environment
5. Reliability and a strong sense of integrity; ability to maintain positive motivation and momentum in challenging circumstances
6. Self-starter, driven towards achieving measurable results while effectively generating positive engagement and support among groups
7. Must be cooperative, congenial and service-oriented, and promote these qualities in the department
8. Actively promote and implement PBIS and restorative justice practices to foster positive student interactions and conflict resolution.
9. Ability to work in an environment with frequent interruptions
10. Maintain a positive environment
11. Proven ability to work effectively and flexibly as an individual contributor and a collaborative team member.
12. Proven ability to conduct themselves in a professional manner

Professional Responsibilities:

1. Serve as a positive role model and mentor for students, promoting trust and open communication.
2. Collaborate with school counselors, administrators, and student support staff to address student needs holistically.
3. Work with guidance counselors and other student support staff to assist students and to provide services to students involved in situations where referrals to service agencies are necessary.
4. Build working relationships with school staff, students, and parent groups.
5. Work to prevent juvenile delinquency through close contact and positive relationships with students.
6. Initiate positive interactions with students in general areas of the school building.
7. Promote the police officer profession and be a positive role model.
8. Assist in conflict resolution efforts.
9. Deliver age-appropriate lessons on safety, decision-making, and the role of law enforcement in society.
10. Lead or participate in programs focused on preventing bullying, substance abuse, and violence.
11. Participate in parent-school meetings as requested by school administration.
12. The SPO shall not engage in routine school discipline that is unrelated to criminal behavior, in alignment with best practices to prevent the perception of over-policing.
13. Establish and maintain close partnerships with school administrators to provide a safe school environment.
14. Provide law enforcement and police services to the school district, on school grounds, and in areas adjacent to the school.
15. Patrol the school campus and grounds to prevent disruptive or illegal actions and to promote a safe and healthy learning environment for students, staff, and visitors.
16. Assist in maintaining safe and orderly school traffic flow, providing guidance to students and staff regarding safe practices.
17. Assist in addressing and resolving safety concerns through investigation, mediation, and collaboration with school staff and students.

18. Ensure compliance with safety regulations and provide guidance on best practices for maintaining a secure learning environment.
19. Make appropriate referrals to juvenile authorities or other governmental agencies.
20. Maintain strict confidentiality regarding all students and school matters, in both the school setting and the community.
21. When requested, shall attend and provide law enforcement services at school-related functions and events, including but not limited to school board meetings.
22. Assist building and district administration during emergency drills and tabletop exercises and attend emergency-related training as instructed and required.
23. Respond to emergencies, including potential active threats, with appropriate de-escalation techniques and, if applicable, defensive measures.
24. Ensure safety by being present during school searches, which may involve weapons or controlled substances, or in such cases that the student's emotional state may present a risk to themselves or others.
25. Participate as a member of District committees as necessary and required.
26. Assist in district-wide emergency training for school personnel.
27. Monitor local crime statistics and trends and work with local police officers and students to design crime prevention strategies.
28. Increase the visibility and accessibility of police to the school community.
29. Participate in training and presentations related to Safe Schools, School Police Officer programs, the PA Student Assistance Program, age-appropriate interventions, diversity and at-risk populations
30. Maintain detailed and accurate records of incidents, interventions, and safety assessments and complete reports as directed by the Coordinator of Safety and Security and the Superintendent of Schools.
31. Ensure compliance with district policies and state regulations regarding school safety.
32. Perform all duties at school in uniform as defined by policy.
33. Perform other duties that may be required and appropriate to the position as well as duties assigned by the Coordinator of Safety and Security & the Superintendent of Schools or designee.

Training

Active shooter response

Trauma informed practices

Cultural competency

Crisis intervention and de-escalation

Physical Demands:

Sitting for extended periods

Standing for prolonged periods

Walking for extended periods

Move quickly in emergencies, including running short distances and physically assisting others if necessary

Lifting, carrying, pushing, or pulling heavy objects

Ability to kneel, crouch, bend, and reach to retrieve and handle materials, supplies, and equipment

Moving fingers and hands in a repetitive manner

Ability to speak clearly and distinctly when communicating

Adequate vision and hearing to perform duties

Sensory Abilities:

Visual acuity to read correspondence, computer screen

Ability to speak clearly and distinctly

Temperament:

Ability to work as a member of a team

Must be courteous and able to deal effectively with people

Must be cooperative, congenial, and service oriented

Cognitive Ability:

Ability to follow written and verbal directions

Ability to complete assigned tasks with minimal supervision

Ability to read, write, and do computations

Ability to work independently and make work related decisions

Ability to exercise good judgment

Ability to communicate effectively

Specific Skills:

Ability to use computer technology efficiently

Must possess proficient data entry skills

Must appropriately handle confidential information

License: None

The position specifications described here are representative of those that must be met by an employee to successfully perform the essential function 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 is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position and additional duties may be assigned.

Compensation: TBD

Evaluation:

The School Safety and Security Coordinator manages the officer's daily duties, while the Superintendent conducts the annual evaluation.

Terms of Employment

10 Month Position following the Academic Calendar

Final Draft: April 7, 2025

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