SHIKELLAMY SCHOOL DISTRICT
POLICE DEPARTMENT

September 14, 2026

PART-TIME SCHOOL POLICE OFFICER

Protect. Prevent. Connect.

The Shikellamy School District Police Department is seeking a qualified and motivated Part-Time School Police Officer to join our department and help provide a safe, secure, and positive learning environment for students, staff, families, and visitors throughout the district.

School policing is more than responding to incidents. Our officers are expected to be visible, approachable, proactive members of the school community. The successful candidate will understand that effective school policing requires a balance of safety, accountability, prevention, communication, and relationship-building.

The School Police Officer will work closely with school administrators, faculty, staff, students, parents, community partners, and local law enforcement agencies to Protect. Prevent. Connect.

POSITION

Position: School Police Officer – Part-Time
Department: Shikellamy School District Police Department

Work Schedule: 24 hours per week
Hourly Rate: $30.00 per hour

The position is part-time and will primarily follow the school calendar and operational needs of the district. Work hours may include varying start and end times and may occasionally require availability for school activities, events, emergencies, or other assignments.

MINIMUM QUALIFICATIONS

Applicants must meet one of the following law-enforcement training requirements:

- Graduation from the Pennsylvania State Police Academy and employment as a Pennsylvania State Police Trooper; OR
- Successful completion of the Pennsylvania Municipal Police Officers' Education and Training Commission (MPOETC) Act 120 Municipal Police Officer Training Program.

The successful candidate must also:

- Maintain the appropriate Pennsylvania law-enforcement certification and training required for the position.
- Possess a valid Pennsylvania driver's license and the ability to operate a district vehicle.
- Demonstrate strong interpersonal and communication skills.
- Exercise sound judgment, professionalism, discretion, and integrity.
- Be able to work effectively with children and adolescents in an educational environment.
- Be capable of establishing positive relationships with students while maintaining appropriate professional boundaries.
- Be willing to work collaboratively with school administrators, teachers, counselors, parents, community organizations, and law enforcement partners.
- Be physically capable of routinely walking and patrolling school buildings, grounds, and other district facilities.

ESSENTIAL RESPONSIBILITIES

The School Police Officer will be responsible for duties including, but not limited to:

- Patrol and maintain a visible security presence throughout district schools, facilities, and grounds.
- Respond appropriately to emergencies, safety concerns, disturbances, and reports of criminal activity.
- Enforce applicable laws and maintain good order within school buildings, on school grounds, and as authorized on school transportation.
- Assist school administrators with matters involving student safety, security, and violations of law or district policy.
- Identify and address safety and security concerns before they develop into more serious incidents.
- Assist with emergency preparedness, safety drills, crisis response, and other school safety initiatives.

- Investigate and document incidents as appropriate.
- Work cooperatively with municipal police departments, the Pennsylvania State Police, emergency medical services, fire departments, and other public safety agencies.
- Provide assistance and support during athletic events, extracurricular activities, school functions, and other district events.
- Develop positive and professional relationships with students while serving as a trusted and consistent adult presence.
- Communicate with students and staff regarding personal safety, the law, crime prevention, and responsible decision-making.
- Support efforts to prevent drugs, violence, weapons, bullying, threats, and other behaviors that may compromise the safety or educational environment of the district.
- Maintain confidentiality and exercise sound judgment when handling sensitive student, staff, and investigative information.
- Prepare accurate reports and maintain appropriate documentation.
- Perform other duties as assigned by the Chief of Police.

THE SCHOOL POLICING MINDSET

The Shikellamy School District Police Department believes that school policing is fundamentally a community-oriented profession.

Our officers must be prepared to respond decisively when safety requires it, but they must also understand that prevention and relationships are central to effective school policing. A successful school police officer knows how to be both an authority figure and a positive presence in the lives of students.

We are looking for officers who:

- Enjoy working with young people.
- Are approachable without compromising professionalism.
- Can communicate effectively with students, parents, and school personnel.
- Understand that not every problem requires an enforcement response.
- Can recognize behavioral, safety, and security concerns and respond appropriately.
- Are comfortable working in a fast-changing educational environment.
- Understand the importance of de-escalation, patience, discretion, and good judgment.
- Are committed to preventing problems rather than simply reacting to them.
- Want to become part of the school community rather than simply patrol through it.

Protect. Prevent. Connect.
These three words represent the philosophy of the Shikellamy School District Police Department and the standard expected of every member of the department.

APPLICATION PROCESS

Interested candidates should submit the following:

- Letter of interest
- Current resume

- Copy of Pennsylvania State Police Academy graduation documentation or Act 120/MPOETC certification
- Three professional references

Applicants selected to move forward in the process will be required to complete all background investigations, clearances, and employment documentation required by the Shikellamy School District and the Commonwealth of Pennsylvania. The district currently identifies Act 34, Act 126, Act 151, and Act 114 clearances among its employment requirements.

TO APPLY

Please submit application materials electronically to:

Ms. Jackie Donnelly
Human Resources Administrative Assistant
Shikellamy School District
Email: donnellyj@shikbraves.org

Applications will be accepted until the position is filled.

The Shikellamy School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, gender, age, disability, sexual orientation, religion, or any other status protected by applicable law.