

AUSTIN ISD JOB DESCRIPTION

JOB TITLE:	POLICE LIEUTENANT				PAY GRADE:	PD 6 EX
JOB CODE:		FLSA STATUS:	EXEMPT	DATE REVISED:	07/22/2024 HC	
DUTY DAYS:	226	LEGACY JOB CODE:				
FUNDING SOURCE:	THIS POSITION IS LOCALLY FUNDED.					

AUSTIN ISD EQUITY STATEMENT:

Austin ISD is committed to developing shared definitions and expectations of equity across our District that are consistent with our Board priorities. The board adapted definition of equity from the National Equity Project will guide our transformational work.

Educational equity means that each child receives what they need to develop to their full academic and social potential. Working towards educational equity involves:

- *Ensuring equally high outcomes for all participants in our educational system; removing the predictability of success or failures that currently correlates with any social or cultural factor;*
- *~~Interrupting~~ Disrupting inequitable practices, examining biases, and creating inclusive multicultural school environments for adults and children; and*
- *Discovering and cultivating the unique gifts, talents, and interests that every human possesses.*
<https://nationalequityproject.org/>

-Austin ISD Board President, February 2019

MINIMUM QUALIFICATIONS:

This position requires a High School Diploma or G.E.D. Incumbent must hold a Peace Officer License and an Advanced Peace Officer Certification in good standing from the Texas Commission on Law Enforcement. A Master Peace Officer Certification is preferred. For current AISD law enforcement officers, the incumbent must have at least six (6) years of combined law enforcement experience and must have held the rank of Sergeant within the AISD Police Department for at least twelve (12) months. If applying for this position from outside AISD, the applicant must have held a supervisory position for a minimum of three (3) years, command level experience preferred, and have ten (10) years of combined law enforcement experience. Incumbent must complete a TCOLE recognized First Line Supervision course within one year from the date of appointment.

SKILL REQUIREMENTS:

This position requires state mandated in-service training and successful completion of annual firearms qualifications proficiency. The incumbent must complete all required professional development training as assigned by the department and the Texas Commission on Law Enforcement. Also, the incumbent must be able to successfully complete a one (1) year probationary period from the date of appointment.

JOB PURPOSE AND RESPONSIBILITY:

The incumbent serves as Police Lieutenant within AISD Police Department and has the responsibility for maintaining and enforcing policies, directives, standards, and laws of the District and State. The incumbent is also responsible for the supervision of Sergeants, officers, and other staff within the department. This position requires the ability to plan daily work assignments as well as short-term and long-term scheduling for officers and other staff, establish priorities, establish

AUSTIN ISD

JOB DESCRIPTION

responsibilities, and organize work as required for officers and other staff as appropriate. The incumbent is responsible for 24-hour operations of a Bureau within the department.

ESSENTIAL FUNCTIONS:

- Ability to act as a department Public Information Officer.
- Comprehensive knowledge of modern leadership philosophies and methods as applied to local law enforcement administration.
- Comprehensive knowledge of modern law enforcement requirements, programs, and activities, including research and analysis methodologies.
- Comprehensive knowledge of department policies and procedures.
- Comprehensive knowledge of pertinent federal and state laws and municipal ordinances.
- Ability to be an effective leader and demonstrate leadership ability.
- Ability to manage critical incidents.
- Ability to establish effective working relationships with staff, District officials, surrounding.
- Law Enforcement agencies, and the public.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and implement effective administrative and management programs and procedures.
- Ability to establish and implement effective and progressive law enforcement programs.
- Ability to establish and implement effective community relations programs.
- Ability to establish and implement effective employee relations and staff development programs.
- Ability to analyze complex police problems and to adopt effective and reasonable courses of action with due regard to surrounding hazards and circumstances.
- Ability to act as a department Public Information Officer.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect and focus on achieving equitable outcomes.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

AUSTIN ISD

JOB DESCRIPTION

PHYSICAL EFFORT AND WORK ENVIRONMENT:

This position usually involves working in a standard office environment, but also may include patrolling outdoors. This position may involve routine exposure to blood or body fluids. Regular attendance is required for this position.

PERSONAL WORK RELATIONSHIPS:

This position reports directly to the Chief of THE Austin ISD Police. The incumbent is accountable for subordinate officer's adherence to standards and quality of reports (including status reports). Incumbent may meet with Assistant Chief of AISD Police or his designee to address issues and discuss equipment needs, staffing, etc. Guidance received from a supervisor is typically general and on an exception basis. Incumbent generally makes the majority of decisions for his/her unit following established department rules, policies, and procedures. The incumbent receives an annual evaluation from his or her superior.

The Austin Independent School District, as an equal opportunity educational provider and employer, does not discriminate on the basis of race, color, ethnicity, religion, national origin, gender, disability, sexual orientation, genetic information, gender identity, or gender expression or any other basis protected by law in educational programs or activities that it operates or in employment decisions.

I have read & acknowledge the job description above.

Employee

Signature:

Date: