

AUSTIN ISD JOB DESCRIPTION

JOB TITLE:	POLICE OFFICER TRAINING DIVISION		FLSA STATUS:	NON-EXEMPT	
PAY GRADE:	PD 3	DUTY DAYS:	260	DATE REVISED:	03/12/2025 HC
FUNDING SOURCE:	THIS POSITION IS LOCALLY FUNDED.				

MINIMUM QUALIFICATIONS:

This position requires a High School Diploma or G.E.D, and graduation from a Texas Commission on Law Enforcement Officer Standards and Education approved Academy. Incumbent must possess a certification as a peace officer from the Texas Commission on Law Enforcement-or completed the basic Peace Officer Course and passed the Peace Officer Licensing Exam. A current valid TCOLE Instructor Certification is preferred.

SKILL REQUIREMENTS:

This position requires state mandated in-service training, successful completion of annual written tests on Texas Penal Code, Family Code, Education Code, Alcohol Beverage Code, Code of Criminal Procedure, and Motor Vehicle Code. Incumbent must be able to successfully complete quarterly fitness tests, and semi-annual firearms qualifications proficiency. Incumbent must have a valid Texas Driver’s License. This position requires excellent verbal and written communication skills and proficiency in Microsoft Office Suite, with the capability of producing training materials and PowerPoint presentations.

JOB PURPOSE AND RESPONSIBILITY:

The purpose of this position is to serve in two roles. One as a Police Training Officer under the Training and Recruiting Division and as a AISD Police Officer within the District. The Police Training Officer is charged with the development of exceptional AISD Police Officers. The incumbent may also patrol District property to protect all Austin ISD students, personnel, and visitors from physical harm and prevent property loss to the District due to theft or vandalism. Incumbent must also uphold and enforce all penal and education laws of the State of Texas.

ESSENTIAL FUNCTIONS:

- Provide instructional presentations for the AISD Police Officers and staff.
- Coordinate and Schedule department trainings for officers and staff.
- Provide instruction in academic subjects such as law, human diversity, and interpersonal communications.
- Provide hands-on applications including firearms, defensive tactics, first aid, and vehicle operations.
- Serve as a role model and uphold ethical principles.
- Communicate the expectations of training.
- Update Police Officers and staff of changes in state and local laws.
- Teach the Police Officers and staff the AISD Police Department’s and the District’s policies and procedures.
- Evaluate the trainee on his or her progress in the program.
- Assist the training/recruiting division with intake/onboarding process of new officers with the Police Department.
- Testify in court as needed.
- Complete paperwork associated with duties, as necessary.
- Perform miscellaneous duties as required (e.g., conduct background investigations, assist other law enforcement agencies).
- May respond to calls of crimes against person or property in progress, reports of crimes that have already occurred, accidents on District property, intrusion/fire alarms; perform preliminary investigation at the scene (e.g., gather and preserve evidence, take statements.)
- May arrest adults/juveniles and book persons into jail or juvenile detention centers for law violations, as necessary.

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- May interview suspects, witnesses, and victims on school campuses.
- May patrol District property for suspicious activity, unauthorized persons on campus, or unauthorized entry after hours, provide "Close Patrols" for Austin ISD locations as needed.
- May provide executive protection; provide transportation to and from pre-designated places for the Austin ISD Board members and administrators.
- Follow district safety protocols and emergency procedures.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

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.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent may spend extended periods of time patrolling and investigating crimes on Austin ISD property, both in automobiles and on foot. Incumbent may be required to physically restrain parties involved in a conflict. In extreme cases, incumbent may be exposed to violent and/or armed confrontations. Physical fitness tests are required quarterly. This position may involve routine exposure to blood or body fluids. Regular attendance is required for this position. Other job-essential, physical standards an Austin ISD Police Officer must be able to perform:

- Stand or walk for long periods of time.
- Run or walk stairs.
- Perform rescue operations that may require lifting, carrying, or dragging heavy objects.
- Jumping from elevated surfaces, such as a loading dock.
- Use bodily force to gain entry through barriers.
- Run after a fleeing suspect.
- Perform patrol duties involving foot patrol, bicycle patrol, and vehicular patrol.
- Effect arrests, using physical force if necessary.
- Physically handle emotionally disturbed and out of control persons.
- Ability to wear bullet proof vest weighing approximately 5 lbs.
- Ability to carry a police duty belt at waist level weighing approximately 15-20 lbs. The belt contains a gun, handcuffs, radio, and ammunition.

PERSONAL WORK RELATIONSHIPS:

This position reports to the Police Sergeant. Most duties are performed independently, but a Supervisor may give general or detailed instructions for specific cases and reviews all paperwork completed by the incumbent. Incumbent has frequent contact with District personnel, students, parents, and the general public. Purpose of contact is to serve and to protect individuals within the geographic boundaries of the Austin ISD. Incumbent may also have contact with other police agencies to share information and to provide other assistance.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledge the job description above.

Employee Signature:

Date: