

Full Job Description

Department: Gunter ISD Police Department

Reports: Gunter ISD Chief of Police

Exempt Status: Yes

Pay:\$55,531.52

No of Days: 187

Position Function/Purpose

The Gunter ISD Police Department enforces the provision of Section 21.483 of the Texas Education Code, the Texas Penal Code, and the rules and regulations promulgated by the Gunter ISD School Board of Trustees for the safety and welfare of students, employees, and property.

Qualifications:

- Meets all current qualifications for Peace Officer Certification required by the Texas Commission on Law Enforcement (TCOLE)
- Preferred Advanced or Master Peace Officer Certification through (TCOLE)
- High School Diploma or GED
- U.S. Citizen

Major Responsibilities

- Patrolling Gunter ISD property in a manner prescribed by the Superintendent and Chief of Police.
- Responds to requests for assistance within the school district and school district activities.
- Prepares and submits written reports of activities, incidents, and other security/safety violations or problems.
- Applies Gunter ISD security policies and procedures to situations involving acts of crime, alarm activations, emergency drills and emergency situations.
- Works cooperatively with other law enforcement agencies.
- Inspects Gunter ISD property for compliance with security and safety requirements, makes recommendations to the Chief of Police for improvements.
- Assists in conducting investigations and in providing written reports of incidents.
- Works days, evenings and weekends, as duties are scheduled.
- Works closely with students, teachers, and staff to gain support for the Gunter ISD security and safety program.

Special Knowledge/Skills:

- Must be able to work independently.
- Demonstrate proficiency with authorized duty weapon(s). The ability to qualify annually on an approved department course.
- Excellent communication and interpersonal skills.

- Positive attitude.
- Ability to work effectively as part of a team of youth-serving professionals.
- Willingness to develop partnerships with students, parents, families, community organizations, and school administrators.
- Recognition that student success is the primary outcome sought.
- Knowledge of school base legal issues.
- Knowledge of school safety technology and implementation.
- Knowledge of school and social service resources.

Working Conditions:

- Tools/Equipment Used: district vehicle, firearms, handcuffs, two-way radio, alarm systems and other security equipment, fire extinguisher, AED, and standard office equipment including computer and peripherals.
- Posture: prolonged sitting and standing.
- Motion: strenuous walking and climbing; frequent keyboard/mouse use; prolonged driving.
- Lifting: moderate lifting and carrying; 10-50 pounds frequently, 50-100 pounds occasionally.
- Environment: work inside and outside with moderate exposure to the sun, heat, cold, and inclement weather. Moderate exposure to noise, frequent district-wide travel.
- Mental demands: must be able to maintain emotional control under stress.
- May be subject to adverse and hazardous working conditions including violent and armed confrontations,
- Ability to control sudden violent or extreme physical actions of others and exhibit rapid mental and muscular coordination simultaneously,
- Ability to restrain resistant people and remove persons with violent behavior.

Physical Demands:

- Continual standing, walking, pushing and pulling.
- Frequent stooping, bending, kneeling and climbing (ladder), moderate lifting and carrying.
- Overtime as needed.

Additional Requirements:

- Bondable as required by TEC §37.081(h).
- Ability to pass required physical, psychiatric, and drug tests.
- Maintain a personal phone
- Be able to work a flexible schedule
- Remain "on call" 24 hours a day, or when scheduled and requested.
- Have a valid driver's license
- Not be on probation for any criminal offense.
- Never convicted of a Class A or B misdemeanor.
- Never convicted of a felony.
- Subjected to a thorough background investigation
- Never discharged from any military service under less than honorable conditions
- Other duties as assigned by the Chief of Police

Application requirements:

Complete a Gunter ISD General Application online. www.gunterisd.org

Submit the following documentation to the Gunter ISD Chief of Police, via email within 5 days of completing the Gunter ISD General Application.

Send documents to jsatre@gunterisd.org

- A one-page personal biography statement
- A personal resume
- A Complete Personal History Statement Template located on the TCOLE website listed below.

<https://www.tcole.texas.gov/content/forms-and-applications>