



Safety Support Technician

Harrisburg S D - Job Description

JOB INFORMATION

Title:	Safety Support Technician	
FLSA:	<input checked="" type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt
Employee Group:	ACT 93	
Shift:	Day	
Last Edited On:	4/14/2026	
Last Approved On:		
Locations:	<input checked="" type="checkbox"/> Building	<input type="checkbox"/> Central Office

ORGANIZATION

County:	Dauphin
Entity:	Harrisburg S D
Department:	Safety and Security
Reports To:	Director of Safety and Security

JOB SUMMARY

Responsible for performing a variety of specialized administrative, technical, and emergency preparedness services in support of the Harrisburg School District Safety and Security Department. An employee in this class performs specialized support activities for the Harrisburg School District with emphasis on providing training, emergency preparedness planning, and CCTV monitoring and downloads. Work includes being certified as a trainer for Safe Crisis Management (SCM), CPR/First AID, and as an ALICE active shooter instructor.

Essential Functions

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- Serves as the trainer for the Safety and Security Department.
- Assists and provides direct school safety, security, and emergency preparedness training to all schools within the School District.
- Participates in and assists with school emergency drills and provides feedback on them.
- Responds to assist schools who are experiencing a critical or life-threatening incident.
- Assists schools in conducting school-level security investigations and behavioral threat assessments.
- Provides information as requested by probation/parole officers, law enforcement agencies, and the DA's office.
- Operates personal computers, copiers, calculators, and office-based software.
- Performs in accordance with school policy, administrative regulations, state and federal laws.

Performs other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

High school diploma, and five (5) years of experience in the field of security or police. Five (5) years of experience using CCTV, or computer-aided dispatch systems. Five (5) years of experience using computer systems for entering, updating, and retrieving information. Must be able to obtain and maintain instructor certification in SCM, ALICE, and CPR/First AID. Knowledge of computers and various software applications, including word processing, PowerPoint, and spreadsheet applications. Ability to communicate clearly with groups and individuals from various backgrounds, cultures, and ages in various settings and situations. Ability to communicate effectively with students and staff, and to understand the role of each staff member having responsibility for student attendance, behavior, and building security. Ability to work independently without close supervision. Ability to maintain complex clerical records and prepare reports. Ability to make routine decisions in accordance with rules, laws, ordinances, regulations, and established policies.

Education

<i>Education Level</i>	<i>Education Details</i>	<i>Req</i>	<i>Pref</i>
<i>High School Diploma</i>		X	

Licenses and Certifications

<i>Enter Licenses/Certifications</i>	<i>Lic/Certification Details</i>	<i>Req</i>	<i>Pref</i>
Valid PA Driver's license		X	

SPECIFIC SKILLS

Knowledge of data analysis software
Proficient in the use of Microsoft Excel, Word, PowerPoint, Goggle Docs, and Microsoft Teams
Experience working in a team environment
Excellent computer skills; experience working with data entry as well as working with detailed data.
Ability to effectively analyze data, present information and respond to questions.
Ability to define problems, collect data, establish facts, and draw valid conclusions.
Ability to apply reasoning ability to practical situations.
Ability to multi-task, learn new tasks quickly and be a self-starter.
Ability to read and comprehend correspondence, memos, instructions, and documents, and procedural manuals.
Ability to write reports and correspondence clearly and concisely and using correct grammar, spelling, and punctuation.
Ability to speak effectively.

Reasoning Ability

Ability to apply simple understanding to carry out instructions furnished in written, oral and/or diagram form.
Ability to deal with problems involving a variety of concrete variables in situations where only limited standardization exist.
Ability to define problems, collect data, establish facts and draw valid conclusions.

Other Skills and Abilities

	Ability to operate computers and related software. Ability to operate a scanner, telephone, and other office equipment.
	Ability to interact positively with staff and the school community.
	Ability to communicate clearly and concisely both in oral and written form.
	Ability to work independently, to function effectively in a fast-paced, multi-tasking environment and to interact positively with the community.
	Ability to perform duties with awareness of compliance with related district policies, administrative regulations and state requirements.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Standard ADA Settings

Standard ADA Selection	X Office Classroom Other(to include Physically Demanding Positions)
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This factor measures the strength and stamina required in areas such as lifting, standing, and the frequency of doing these as necessary to perform the particular duties of the job.

Physical Demands

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

	Physical Demand	Rarely	Occasionally	Frequently	Constantly	Weight
<input checked="" type="checkbox"/>	Sitting			x		
<input checked="" type="checkbox"/>	Standing		X			
<input checked="" type="checkbox"/>	Walking		X			
<input checked="" type="checkbox"/>	Talking: On the phone; person-to-person, and in groups				X	
<input checked="" type="checkbox"/>	Hearing: On the phone; person-to-person, and in groups				X	
<input checked="" type="checkbox"/>	Vision: Near, midrange, far, peripheral, depth and color				X	
<input checked="" type="checkbox"/>	Driving Requirements (personal vehicle, and/or company vehicle):		X			
<input checked="" type="checkbox"/>	Machines or tools used: Computer:				X	
<input checked="" type="checkbox"/>	Machines or tools used: Telephone			X		
<input checked="" type="checkbox"/>	Pushing/Pulling/Lifting(Enter Weight)		X			40 lbs.

The school recognizes that reasonable accommodations must be made to enable a qualified individual with a disability or disabilities to perform the essential duties and responsibilities of this job.

Working Environment

Working Condition

- Subject to inside environmental conditions

Work is primarily performed indoors. The work environment is usually quiet; however, there may be an increased risk of exposure to personal danger and other workplace hazards due to direct contact with individuals who may become irate, hostile, or aggressive. Job Type: Full-time.