



**QUALIFICATIONS:**

To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skill and/or ability necessary.

1. High School diploma or equivalent.
2. Police or similar experience preferred.
3. Valid Pennsylvania Driver’s License and safe driving record.
4. Ability to read and carry out job responsibilities with minimal instruction.
5. Must be able to obtain and maintain First Aid, CPR and AED certification.
6. Reliable personal vehicle.
7. Submission of PA School Personnel Health form.
8. Current Act 34, Act 151 and Act 114 clearances.
9. Employees performing these duties will be subjected to outside environmental conditions with severe temperature changes and moderate to loud noise levels.
10. The person, while performing in this position, will be required to:
  - a. Use hands to finger, handle or feel objects, tools or controls, and to talk and hear;
  - b. Stand, walk and sit, and occasionally be required to stoop, kneel and crouch;
  - c. Have specific vision abilities, to include close vision, color vision, and the ability to adjust focus;
  - d. Have the ability to lift and/or move up to 25 pounds;
  - e. Be subject to outside environmental conditions with severe temperature changes and moderate to loud noise levels; and
  - f. Subject to possible injury from vehicular traffic, thrown stones, etc.

\* This position description does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to perform any other position-related duties as requested by the supervisor.

**TERMS OF EMPLOYMENT:**

1. 183 days, 8 hours per day. Casual employees are scheduled as needed.
2. Salary and benefits according to the agreement between the Board of School Directors and the Project Staff Employees.
3. According to the School District Policy Manual (available online at [www.ojrsd.com](http://www.ojrsd.com)).

**VERIFICATION:**

The undersigned have read and concur with the information contained in this position description.

Position Holder \_\_\_\_\_ Date

Supervisor \_\_\_\_\_ Date

Approved: \_\_\_\_\_ Date

The Owen J. Roberts School District is an equal opportunity employment, educational and service organization.