Job Title: Licensed Peace Officer
Exemption Status: Non-exempt
Reports to: Chief of Police
Contract: Non-certified
Dept./School: Police Department
Pay Grade: Auxiliary 7
Date Revised: 09/28/2026
Days: 261 days

Primary Purpose:

To provide security, maintain order and safety in a variety of situations for our students and staff.

Qualifications:

Education/Certification:
High School Diploma or G.E.D.
Texas Peace Officer License issued by Texas Commission on Law Enforcement (TCOLE)
Law Enforcement Training
Bondable as required by Texas Education Code 37.081(h)
Valid Texas Driver's License
Candidate must have satisfactory outcome of fingerprinting check

Special Knowledge/Skills:
Knowledge of overall operations of police department
Knowledge of security procedures
Knowledge of State Law and Texas Education Code

Experience:
3 years of experience as a Licensed Peace Officer

Major Responsibilities and Duties:

1. Patrols district buildings and grounds to prevent fire, theft, vandalism, and illegal entry.
2. Conducts inspections of doors, windows, and gates to determine that they are secure.
3. Confronts unauthorized persons for questions, routes or detains them, and/or calls police for assistance, according to emergency action plan.
4. Help provide traffic control at school events or at any other time.
5. Patrols school grounds to detect unauthorized persons or vehicles; to check cars for parking authorization; to determine if vehicles are parked in restricted areas, such as near fire hydrants or in driveways, and to check exterior lighting and emergency access routes.
6. Position requires working school events in the evenings.

7. Daily attendance and punctuality at work are essential functions of the job.

8. Perform other duties as assigned.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: District vehicles, handcuffs, security equipment, radio, pager, copy and fax machines

Posture: Strenuous walking, standing, and climbing; ability to work irregular hours

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (40+ lbs.)

Environment: May be subject to adverse and hazardous working conditions, including violent confrontations; district-wide travel

Mental Demands: Ability to communicate effectively, both verbal and written; accuracy in completing reports; ability to maintain emotional control under stressful situations; specific hearing and visual requirements; ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by:_____ Date_____

Received by:_____ Date_____