

# Wyalusing Area School District

## Job Description

Job Title: School Police Officer	Location: Elementary and High School
Salary Grade: As per Act 93- Non-Supervisory	Classification: Act 93- Non-Supervisory
Date: 12/5/22- anticipated	Direct Supervisor: Superintendent of Schools

### Job Summary:

- As a court appointed Law Enforcement Officer for the Wyalusing Area School District, the School Police Officer (SPO) will provide patrol of the school district property to deter crimes against students, staff, or property. As the Act 44 (2018) District Safety Coordinator and District Emergency Operations Manager, the SPO will monitor and patrol both the exterior and interior of the buildings to ensure a safe learning and teaching environment for the students and staff. The Officer will serve as a first responder in crisis situations and assist the administration, local law enforcement, and emergency management services as requested and deter violent behavior by creating positive relationships.

### Essential Functions:

- Assist with the administration and instructional functions and programs to meet the educational and safety needs of students and staff.
- Serve as a positive role model through interaction and accessibility to students, parents, staff, and community as a uniformed police officer.
- Promote school-wide positive behavior support programs to help shape pro-social behaviors in students and staff.
- Be present at the schools at prescribed times and hours during the school day as established by the Superintendent.
- Serve as the Safety and Security Coordinator as required by the PDE, PCCD, etc.
- Monitor the perimeter, parking lots, and nearby surroundings of the schools.
- Respond to emergencies at district buildings or on school buses.
- Enforce school district attendance, rules, and policies.
- Monitor the school surveillance system.
- Serve as an additional district truancy officer along with the administration and possess the authority to issue truant citations as authorized by law.
- Assist building principals during investigations per district and police department policies and procedures.
- Prepare necessary disciplinary referrals, reports, and logs.
- Confer with the Superintendent, building principals, or supervisors prior to taking any action unless there is an emergency that relates to the immediate safety or welfare of the students and staff.
- Lead in-service trainings, educate staff relative to crime and justice issues, and provide training on crisis prevention and intervention.
- Review and assist in the implementation of the district's All-Hazards Plan and edit/revise plans, as needed.
- Serve on the district's safety committee and other committees as requested.
- Conduct periodic safety and security inspections and make recommendations for improvements as necessary.
- Process summary offenses pursued by the district in relation to offenses of drugs, alcohol, violence, and school attendance.
- Coordinate and schedule event security for school-sponsored events, as appropriate.

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- Attend school activities and events at the request of administration to provide and enhance security.
- Act as liaison between the District, local communities, and local law enforcement agencies.
- Assist with Title IX Investigations, as appropriate.
- SPO- Act 44 (2018) School Safety and Security Coordinator
  - Compile and present annual school safety report.
  - Maintain annual school safety training for school employees and students.
  - Coordinate district safety committee.
  - Maintain Memorandum of Understanding with PA State Police.
  - Serve on district threat assessment team and lead team, as appropriate.
- SPO- Emergency Operations Manager
  - Review and recommend revisions to the district approved Emergency Operations Procedures / All-Hazards Plan.
  - Provide trainings to district administration, staff, and students as needed including table-top exercises, etc.
  - Maintain Memorandum of Understanding with evacuation locations and state / county emergency services.
- Perform other duties as assigned.

### Competencies:

- Knowledge of PA Laws & District Policies.
- Demonstrate an understanding of the Individuals with Disabilities Education Act (IDEA), 504 Protected Handicapped, FERPA, and Article XIII-A of the Public School Code pertaining to students with disabilities and school safety.
- Excellent organization and communication skills.
- Maintain current certification in First Aid/CPR/AED and Safety-Care training.
- Strong verbal, interpersonal, and written expression skills.
- Effective colleague, parent, and student communication skills.
- Problem-solving skills.
- Technology proficiency.

### Education and Experience:

- Successfully complete basic training as required by the Municipal Police Officers Education and Training Commission under 53 Pa.C.S. Ch. 21 Subch. D (relating to municipal police education and training) or have graduated from the Pennsylvania State Police Academy, been employed as a State trooper with the Pennsylvania State Police, and separated from that service in good standing; and
- Successfully complete the Basic School Resource Officer Course of Instruction offered by the National Association of School Resource Officers (NASRO) or an equivalent course of instruction approved by PCCD.
- Attend annual in-service training approved by the Municipal Police Officers' Education and Training Commission under 53 Pa.C.S. Ch. 21 Subch. D.
- PA Act 120 Certification.
- Appropriate Weapons Qualification.
- Maintain minimum Pennsylvania Police Officer requirements as set forth in PA Code Section 203.
- Maintain minimum requirements for School Police Officer as set forth in Act 67.
- Other education/experience as accepted by the school board and administration.

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### Additional Requirements:

- Satisfactorily complete all required trainings for a SRO/SPO such as, but not limited to National Association of School Resource Officers.
- Must demonstrate extreme flexibility, provide excellent communication, and follow directives issued by supervisors.
- Valid PA license to operate a motor vehicle at the time of appointment and during tenure of employment.
- Physical Demands:
  - Ability to walk, run, climb, crawl, and sit for extended periods of time.
  - Ability to perform all essential duties of an on-duty police officer including handling violent and armed confrontations.
  - Significant fine finger dexterity.
  - Work in inclement weather.

Approvals / Additional Supervisors: Superintendent of Schools