

BRENTWOOD BOROUGH SCHOOL DISTRICT
3601 Brownsville Road
Pittsburgh, PA 15227-3117

Job Description

TITLE: School Police Officer (part-time)

QUALIFICATIONS/REQUIREMENTS:

1. High School Diploma.
2. Act 120 Certificate.
3. Police experience preferred.
4. Demonstrated aptitude and competence for assigned responsibilities.
5. Excellent physical and mental health.
6. Clearances (Act 168, Act 34, Act 151, and Act 114) obtained prior to start.

REPORT TO: Director of School Police & Security

JOB GOALS:

1. Maintain a safe and secure environment. Balance the need to protect students, staff, and property with the desire to create an open environment that remains conducive to learning.
2. Enforce the laws of the Commonwealth of Pennsylvania on or near school district property.

PERFORMANCE RESPONSIBILITIES:

1. Take the Oath of Office for a School Police Officer.
2. Respond to emergency calls.
3. Ensure all personnel are properly trained. Conduct updated training seminars for the District.
4. Ensure all district facilities are secure.
5. Ensure the security of all buildings and classrooms when areas are not occupied.
6. Ensure proper operation of all fire systems, intrusion systems, rescue assistance systems, elevators, phones, and security equipment. Notify proper individuals when not operating properly.
7. Responsible for district key control system.
8. Responsible for district access control system.
9. Enforce parking restrictions and issue traffic and non-traffic citations. Monitor citations and permits issued.
10. Investigate and maintain all accident, theft, vandalism, and incident reports. Conduct follow-up investigations when appropriate.
11. Report all unauthorized usage of buildings and properties to the Director of School Police and Security and or building principals. Approach and question individuals for proper permits and authorization.
12. Assist District staff with incidents involving students.
13. Maintain open lines of communication with building activity coordinators for scheduling.

14. Contact and/or assist local law enforcement and emergency personnel when needed or while present on School District properties. Maintain good liaison between the two organizations.
15. Provide traffic or crowd control for specific events.
16. Conduct periodic spot checks of all properties for security, safety issues, fire hazards, parking, and district, local, state, and federal violations.
17. Furnish surveillance coverage when and where needed.
18. Provide a list of requested items for purchase in the next school year for inclusion in the Security Department budget at the discretion of the Director of School Police & Security.
19. Perform related details to ensure coverage and protection of School District property and assets.
20. Ensure all District alarms are properly registered with the County and Borough.
21. Communication skills necessary to interact with vendors and representatives from various suppliers.
22. Perform other job-related tasks as mandated by the Director of School Police & Security.
23. Maintain Emergency Handbooks
24. Perform other duties as may be assigned by the Director of School Police & Security, Building Principals, or the Superintendent of Schools.

ADDITIONAL INFORMATION:

- Willing to be trained in the Student Assistance Program and participate on the School Safety Committee.
- Required to complete the Basic National Association of School Resource Officers course.
- Required to complete Crisis Prevention Training.