

## Wyoming Area School District

### School Police Officer

The School Police Officer supports and facilitates the educational process within the Wyoming Area School District by providing a safe and secure environment through building and establishing meaningful relationships with students and staff and proactively interacting with the school community to ensure the enforcement of district policies and procedures as well as local and state laws, preservation of public order, protection of life and the prevention, detection, or investigation of crime. The officer will work effectively with students, parents, school personnel and community agencies to support teaching and learning in the schools. The School Police Officer will patrol district property to protect students, staff, and visitors from physical harm and prevent loss to district property resulting from criminal activity.

#### Minimum Qualifications:

- Current/Active Act 120 Certification
- Valid PA Driver's License
- Current AED/CPR Certification
- Current First Aid Certification
- Ability to maintain marksmanship qualifications on a yearly basis (current qualification)
- Ability to present and maintain all required clearances to work in a PA Public School (PSP, Child Welfare, FBI Fingerprint)
- No Current/Recent (within 5 years) negative performance reviews at previous employment in law enforcement

#### Preferred Qualifications:

- Associates Degree in Criminal Justice or Certificate from an accredited Law Enforcement Academy or comparable educational background
- Minimum 3-5 Years of experience in Law Enforcement
- Experience working with children ages 5-20 years old in a school setting
- Proficient with the use of Microsoft Office Suite and/or similar applications
- Proficient with the use of Law Enforcement software
- Ability to work collaboratively with outside agencies such as social services agencies, other Local and State Law Enforcement Agencies, and Mental Health Agencies
- Familiarity with current trends in technology with an emphasis on social media applications

Work Hours:

- 35+ hours Position per Contract
- Less than 35 hours Position per Contract

Duties:

- Maintain a presence at all district facilities during the school hours (elementary and secondary) to provide security and to respond to a variety of types of crises and emergencies, including: police, fire, and medical matters.
- Supervise students at the bus area during arrival and dismissal times
- Assist District and Building Level Administration with the planning and conducting of a variety of emergency drills; Fire, Intruder, Severe Weather, etc.
- Respond to bus/van accidents involving district students and assist with the follow up investigations conducted by local, state, and/or federal agencies
- Provide supervision during student lunch periods at secondary center (and elementary centers when available)
- Patrol and monitor the following areas to ensure the safety and security of district students, employees and property
  - Student and Faculty parking lot areas
  - Lavatories
  - Hallways
  - Classrooms
  - Lunch Rooms
  - Auditoriums
  - Sports Venues
  - Other areas of concern and need
- Conduct and/or assist with disciplinary investigations, especially those related to:
  - Terroristic threats
  - Weapons Policy Violations
  - Controlled Substances (Drug and Alcohol) Policy Violations
  - Tobacco Policy Violations
  - Bullying Policy Violations
- Attend legal proceedings and serve as a witness, as needed, to support district's needs in a court of law
- Liaison with local, state, and/or federal agencies as needed for investigations and support for district safety and security needs
- Use the district's CCTV system, and other available technology, to assist in the prevention and/or resolution of investigations of student discipline concerns
- Maintain a working knowledge and provide input on the student and teacher handbooks

- Provide oversight for the creation and revision of the district's Crisis (Emergency Response) Manual
- Liaison with Building Level Administration regarding classroom keys and building access control systems
- Submit monthly report to the Superintendent
- Serve as a member of the Safety Committee
- Liaison with District and Building Level administration to conduct periodic safety and security assessments of the district's properties and report finding/suggestions to the Superintendent
- Attend professional development and/or law enforcement trainings as mandated by the Superintendent
- Other duties as assigned by the Superintendent and/or Building Principals and Assistants

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