



## East Allegheny School District Job Posting

Position Title: School Police Officer  
Location: East Allegheny School District: Jr/Sr High School and Elementary  
Reports To: Building Principal(s)  
Term: 10 months (follows Student Calendar)  
Salary: Negotiable; Regionally Competitive

### **Minimum Qualifications**

- Honorably Discharged from Pennsylvania State Police or have documented experience with a Pennsylvania Municipal police department.
- Must meet qualification standard with District-approved service weapons.
- Current Clearances– Child Abuse (Act 151), FBI (Act 114) and Criminal History (Act 34).
- Ability to communicate effectively and tactfully both verbally and in writing.
- Possess a valid PA Driver’s license and a good driving record and be willing to submit DMV clearance check.
- Certification as a School Resource Officer (via NASRO or DARE)

### **Essential Duties and Responsibility:**

- Must have the ability to maintain composure and demonstrate appropriate professionalism and restraint at all times.
- Must be able to direct vehicular and pedestrian traffic as needed.
- Must be able to follow accepted criminal investigative and crime scene protocols.
- Must be able to patrol designated areas by foot or vehicle and identify safety and security issues, detect violations and maintain a visible presence to deter criminal activity.
- Must be able to learn to operate video surveillance equipment.
- Must maintain a professional appearance.
- Must be able to safely handle a firearm.
- Must demonstrate commitment to achieving improved police and minority community relations.

7.30.2021

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The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

- Must be committed to mitigating impact of the school to prison pipeline.
- Must adhere to principles of equitable outcomes in criminal justice for all youth.
- Must maintain proficiency with District-approved firearm.
- Must pass annual firearms qualification.
- Assist in conducting safety related training for school faculty, staff and community and school security.
- Design educational programming for students to establish positive rapport.
- Be familiar with and exemplify the standards established by NASRO
- Initiate summary arrests consistent with the PA Crimes Code, Vehicle code and Rules of Criminal procedure, as amended.
- Maintain joint responsibility with Administration for supervision of security personnel.

**Confidentiality:**

Respect and maintain the highest degree of confidentiality with regard to personnel and student records, personal communication from members of the community, School Board and staff.

**Language Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals.

I have read and understand the job duties and responsibilities required of this School Police Officer position and feel I am a qualified applicant. (List any exceptions below:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature