

# **BALDWIN-WHITEHALL SCHOOL DISTRICT**

## **OPEN POSITION**

### **Baldwin-Whitehall School District**

### **School Police Officer**

Full Time – Act 93 Position  
181 Day  
7.5 Hours per Day

Interested candidates should submit a letter of interest to:

Rachel Sprouse  
Personnel Support Services Manager  
4900 Curry Road  
Pittsburgh, PA 15236  
[rsprouse@bwschools.net](mailto:rsprouse@bwschools.net)

For More Information, please contact Bill Coddington at 412-885-7500 x8036 or visit <https://www.bwschools.net/our-district/district-departments/human-resources> for a complete Job Description.

**Date Posted: 11/11/2019**

**Posting Ends: 11/15/2019 at noon**

**AN EQUAL OPPORTUNITY EMPLOYER**

**BALDWIN - WHITEHALL SCHOOL DISTRICT**  
**JOB DESCRIPTION**  
**SCHOOL POLICE OFFICER**

**Title:** School Police Officer

**Department:** Safety and Security

**Qualifications:**

1. High School graduate or equivalent
2. Must have successfully completed a basic police training certification course in conformity with current law (PA Act 120) and/or Lethal Weapons Training Program (Act 235) Certification, or qualify for an exemption as authorized by Pennsylvania law.
3. Current Act 134, Act 151, and FBI Clearances as required by Pennsylvania law and any other clearances that may be required by law or by the School District
4. Knowledge of current Pennsylvania statutes, Pennsylvania Rules of Criminal Procedure, Juvenile Court procedures and proceedings, and borough and county government rules and regulations
5. Knowledge and aptitude of data management systems and camera/security systems
6. Ability to analyze situations efficiently and objectively to determine a proper course of action
7. Able to communicate, cooperate, and address situations firmly, courteously, and with respect for the rights of others
8. Minimum 10 years of active police experience or a combination of experience and education as the School Board of Directors may find appropriate and acceptable.

**Reports To:** Director of Safety and Security

**Job Goal:** To provide enhanced security and law enforcement services in a school setting while developing positive relationships between students, faculty, and the school community and to be a visible presence to deter crimes against students, staff, and property.

**Performance and Responsibilities:**

1. Provide law enforcement and police services to the school district, on school grounds, and areas adjacent to the school. Investigate allegations of criminal incidents. Enforce state and local laws and ordinances. Make appropriate referrals to juvenile authorities or other governmental agencies. Patrol school campus and grounds to prevent disruptive or illegal actions and to promote a safe and healthy learning environment for students, staff, and visitors.
2. When requested, shall attend and provide law enforcement services at school-related functions and events, including school board meetings.

3. Control and monitor traffic patterns on school district grounds as well as monitor and enforce parking rules and regulations, including issuing warnings and citations, and maintains appropriate documentation.
4. Take appropriate and timely action in the event of emergencies.
5. Assist building and district administration during emergency drills and table-top exercises and attend emergency related training as instructed and required.
6. Participate as a member of district committees as necessary and required.
7. Establish and maintain a close partnership with school administrators in order to provide for a safe school environment. Assist school officials with their efforts to enforce Board Of Education policies and procedures. Ensure school administrator safety by being present during school searches, which may involve weapons or controlled substances, or in such cases that the student's emotional state may present a risk to the administrator. Assist in training for school personnel in handling crisis situations which may arise at the school.
8. Build working relationships with the school's staff as well as with students and parent groups.
9. Work to prevent juvenile delinquency through close contact and positive relationships with students. Monitor local crime statistics and trends and work with local police officers and students together to design crime prevention strategies.
10. Initiate positive interactions with students in general areas of the school building. Promote the profession of police officer and be a positive role model. Increase the visibility and accessibility of police to the school community.
11. Work with guidance counselors and other student support staff to assist students and to provide services to students involved in situations where referrals to service agencies are necessary. Assist in conflict resolution efforts.
12. Work closely with teachers in designing and presenting police and law-related topics and the role of police in our society.
13. Participate in training and presentations related to Safe Schools, School Police Officer programs, the PA Student Assistance Program, age appropriate interventions, diversity and at-risk populations including students with disabilities, students of color, LGBTQIA+ students, pregnant students, and others.
14. Shall maintain detailed and accurate records and shall complete and submit reports as directed and required by District administration.
15. Perform all duties at school in uniform and armed.
16. Perform such other duties that from time to time may be required and appropriate to the position.

**Work Year:** The normal work year shall be consistent with the student school year (181 days).

**Work Day:** The normal work day shall consist of 7.5 hours per day.

**Physical Demands:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Sitting for extended periods of time
- Standing for prolonged periods
- Walking for extended periods
- Lifting, carrying, pushing, or pulling heavy objects
- Ability to kneel, crouch, bend, and reach to retrieve and handle materials, supplies, and equipment
- Moving fingers and hands in a repetitive manner
- Ability to speak clearly and distinctly when communicating
- Adequate vision and hearing to perform duties

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed in this position.

**Evaluation:** Performance of this job will be evaluated at least annually in accordance with the provisions of the Administrative and Supervisory Evaluation Plan.

**Acknowledgement:**

In signing this Job Description, I am only acknowledging that I have received a copy. I further understand that a signed copy will be placed in my personnel file.

Employee

Signature:\_\_\_\_\_ Date:\_\_\_\_\_