

INTERNAL POSTING

GATEWAY SCHOOL DISTRICT

JUNE 23, 2016

AVAILABLE POSITION

SCHOOL POLICE OFFICER

The Gateway School District is accepting applications for the position of Part-Time School Police Officer. Requirements: Honorably discharged from the Pennsylvania State Police or from a Commonwealth of Pennsylvania Municipal Police Force. Must meet qualifications with District-approved weapons and all state mandated clearances.

Interested persons should submit a resume and cover letter to Pati Kallenbaugh, Gateway School District, 9000 Gateway Campus Blvd., Monroeville, PA 15146.

JOB DESCRIPTION FOR QUALIFICATIONS AND ESSENTIAL DUTIES AND RESPONSIBILITIES IS AVAILABLE ON THE DISTRICT WEBSITE – GATEWAYK12.ORG.

GATEWAY SCHOOL DISTRICT

Non-Discrimination Policy

Gateway School District is an equal opportunity education institution and will not discriminate on the basis of race, color national origin, sex, age and handicap in its activities, programs or employment practices as required by Title VI, Title IX, Section 504 and further, with the Pennsylvania Human Relations Act. For information regarding civil rights or grievance procedures, contact the Title IX Coordinator or the Section 504/ADA Title II Coordinator at 9000 Gateway Campus Boulevard, Monroeville, PA 15146 (412-372-5300). For information regarding services, activities and facilities that are accessible to and usable by handicapped persons, contact the School Board Secretary (412-372-5300).

Note: For any individual who is print impaired, the Non-Discrimination Policy is available in cassette format. If you know of anyone who needs this service, contact the School Board Secretary (412-372-5300).

Gateway School District

Position Description

Position Title: School Police Officer
Location: Gateway School District
Reports To: Building Principal(s)
Term: 10 month (follows Student Calendar)

Minimum Qualifications

- Honorably Discharged from Pennsylvania State Police or from a Commonwealth of Pennsylvania Municipal police force.
- 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.

Essential Duties and Responsibility:

- Must be able to ascend at least three flights of stairs without stopping.
- Must have the ability to maintain composure and demonstrate appropriate professionalism and restraint at all times.
- Must have the ability to sit or stand for prolonged periods of time.
- Must be able to direct vehicular and pedestrian traffic as needed.
- Must be willing and able to interact and establish rapport with staff, students, parents, the public and other law enforcement personnel in a professional manner.
- 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 maintain proficiency with District-approved firearm.
- Must pass annual firearms qualification.
- Must adhere to school police dress code.

- Approach visitors. Direct them to the office and follow through.
- Ask students in hallways for hall passes.
- Patrol outside a few times a day.
- Look for suspicious articles or occurrences.
- Inspect areas like stairwells, open storage areas, etc.
- Link into building staff to establish routines.
- Inspect restrooms.
- Listen to student conversations.
- Watch for student conflicts and direct such students to the office.
- Observe students as they approach/leave the building. Be especially cautious with late arrivals.
- Help make all students feel secure about their safety.
- Monitor the lunchroom.
- Keep all school information confidential.
- Assist the principal with door and building monitoring.
- Assist students with classroom assignments.
- Assist teachers with student needs.
- Any task or activities the principal asks the monitor to perform.

Security Procedures:

- During the school day all the security officers will be patrolling the hallways. During the hallway patrol, students must be checked for hall passes. If the student has no hall pass, escort the student back to the classroom the student departed. Check all outside doors and all restrooms frequently.
- A visitor must have a Visitor's Pass. Visitors must have their pass displayed at all times. All unauthorized persons must be escorted from the building. Individuals entering the building must:
 1. Register in the daily logbook
 2. State the reason they are visiting
 3. Be directed to the school office and given a Visitor's Pass
 4. Sign out when departing and return their Visitor's Pass

Students are not permitted to have visitors. The visitor must be a parent or guardian. Student visitors are NOT permitted to enter the building unless approved by an administrator.
- The role of security personnel at Gateway School District is to serve as an aide to the administration and teaching staff. Security personnel are not to make any administrative decisions regarding student discipline or administrative responsibilities. All incidents of student infractions of school rules, policies, etc., including inappropriate behavior, must be reported to an administrator. All school rules are in effect at all school functions. Students displaying inappropriate behavior must be directed to an administrator or the designee.
- All security personnel are expected to follow the directives of all administrators and any other duties that may be assigned by the school administrators.
- Security officers must patrol the entire building throughout the school day. Check the cafeteria, gym (sports complex at high school) and classroom areas on a regular basis. Security officers

must be in radio contact with the school office at all times. The outside perimeter of the building must be patrolled. The security officer must be mobile and visible all day.

- Monitor the corridors during each class change, especially the noted high traffic areas. Prevent congestion and standing, prevent confrontations between students, and verbally move the students to class.
- All students without official hall passes are to be escorted back to their respective class and reported to an administrator. Check all students walking in the halls for a hall pass.
- Become very familiar with the physical structure and have a working knowledge of the school plant and grounds.
- Monitor the restrooms and stairwells on a regular basis: during class, before and after school, etc.
- Check all outside doors at all times. Outside doors should be closed and locked at all times. This is expected to be a detail you check each walkthrough of the building.
- Do not walk students to classes or detain from classes unless directed by an administrator.
- Do not go to any classrooms to talk or remove students from class unless directed to do so by an administrator. Do not write any hall passes for students unless directed by an administrator.
- All security officers are required to complete a written incident report of any or all students that are involved in a violation of the “Code of Student Conduct” (i.e., leaving school without permission, fighting, using inappropriate language, smoking, etc.).
- Assist in all fire drills and other building emergencies. Check to be certain all individuals are out of the building.
- Maintain “radio discipline” at all times. Do not mention student names or any names on the radio. Keep radio correspondence to an absolute minimum.
- When the buses leave the grounds at the conclusion of the school day, all security officers must walk through the entire building escorting students who are not working directly with a teacher, coach, or sponsor, out of the building.

The following are applicable to the High School:

- There must be at least one security officer present when the FRE students are re-entering the building at approximately 9:50 a.m. and 12:55 p.m. each day.
- One security officer patrols the first floor including the cafeteria area; one security officer patrols the sports complex area, one security officer patrols the second floor and sports complex area, and when available, one officer patrols the entire building. The first floor security officer must also patrol the outside perimeter of the building a minimum of three random times each day.
- Walk the parking areas at least twice each day (a.m. and p.m.). Maintain a daily log of all parking violations. Report any parking violations. Only vehicles with parking passes are permitted to be in the parking areas.
- Assist the ISS room supervisors with lunch and a.m./p.m. daily restroom breaks.
- Security guards are not to engage in any conversation as to why students are in the ISS room.

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.

Computer Skills:

Demonstrate ability to use IBM-based or MAC-based personal computers and programs such as Windows, Microsoft Office, spreadsheets, database, if needed.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Must have the ability to compute rate, ratios, and percent.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with multiple problems.

Full performance knowledges skills, abilities and person characteristics:

Good knowledge of laws, rules and regulations applicable to a school district and necessary for promoting and maintaining proper conduct, and ensuring the safety of students, staff and visitors; good knowledge of crisis intervention and conflict resolution techniques; ability to identify illegal drugs and detect signs of use; ability to defuse potentially dangerous situations; ability to follow directions; ability to develop a rapport with students; ability to explain rules and regulations in a way that will be understood and obeyed; tact; good judgment; physical conditions commensurate with the demand of the position.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit and climb stairs. The employee is occasionally required to stoop, kneel or crouch. The employee occasionally is required to lift and/or push up to 45 lbs. Specific vision abilities required by this job include close vision, distance vision and depth vision perception.

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.