

ERIE COUNTY TECHNICAL SCHOOL
Job Qualifications

TITLE: School Police Officer (Armed)
DEPARTMENT: Student Services
REPORTS TO: Director or Designee
RESPONSIBILITIES TO: All ECTS Administrators

REQUIREMENTS: Municipal police officer education and training commission certification(MPOETC)

Must have or be willing to Obtain Act 34/151 and 114 FBI Clearances required.

TALENTS: This position requires the employee to possess a drive to provide safety and security for the school, a drive to be of service to others and promote a service mentality by leadership and modeling, and the ability to play out alternative scenarios in the future. In addition, this employee must be able to take charge, exhibit decisiveness, and have the ability to capitalize on relationships when necessary to accomplish tasks. The employee will also have an ability to identify the feelings and perspectives of others and build feelings of mutual support.

JOB STATEMENT: To provide leadership in developing and maintaining the safety, security and welfare of students, staff and visitors of the ECTS. While being a contributing member of the Career and Technical educational programs and services

PERFORMANCE RESPONSIBILITIES:

1. Attends and participates in all meetings of the ECTS and its committees.
2. Advises the Administration on the need for new and/or revised policies and procedures related to safety.
3. Ensures the security, safety, and well-being of all personnel, visitors and the premises.
4. Patrols and monitors assigned areas of the school buildings, grounds and parking lots to deter, detect, report and stop violations of the law and/or school board policies.
5. 3. Secures premises and personnel by controlling entry and screening all visitors per district policy. 4. Detects, investigates, and reports unauthorized or suspicious persons, vehicles and activities.
6. Monitors surveillance and security panel alarm systems, communicating necessary information to prompt required investigation and facilitating the appropriate emergency response.
7. Notifies the administrative staff, police, fire department, or other appropriate authorities of security or emergency situations.
8. Assists administrators and staff in crisis and emergency situations.
9. Assists with planning, coordinating and working special events and projects.
10. Assists the building Administration with the operations of the school.
11. Assists with investigations as needed and assigned (for example, student residency).
12. Works closely with law enforcement agencies to conduct and participate in any and all training as determined appropriate.

13. Makes rapid and appropriate decisions during stressful situations.
14. Responds to incoming security calls according to established procedures.
15. Responds to critical incidents and investigates to determine cause then takes appropriate action.
16. Assists injured persons and determines appropriate action in a timely manner including contacting emergency medical personnel when necessary.
17. Regularly patrols school perimeter and facilities, including security checks of school sites including the school buildings, ensuring that access is limited to approved and specified points of entry, as well as school grounds, athletic facilities, and parking areas.
18. Supervises or provides crowd control for student, adult, and community events/activities (as assigned) to ensure compliance with school safety and security procedures and Board Policy.
19. Maintains CPR and first aid certification.
20. Must be willing and able to carry and use all security weapons, including a firearm, in accordance with District protocols.
21. Must qualify with a firearm according to the approved district firearms and ammunition list.
22. Satisfies annual firearms training/certification requirements designated by the Board, such as those available to retired and separated law enforcement officers or school resource officers pursuant to the federal Law Enforcement Officer Safety Act (18 U.S.C. § 926B, 926C) and the Illinois Police Training Act (50 ILCS 705).
23. Performs other related duties as assigned by the Director or other appropriate administrator(s).

TERMS OF EMPLOYMENT:

NON-BARGAINING UNIT CLASSIFICATION: Full-Time

TERMS OF EMPLOYMENT: 195 days, 7.5 hours a day

I have reviewed the above job description and analysis and understand the requirements of the position

_____ (Initials).

Employee

Date

ECTS is an equal opportunity educational institution and does not discriminate in its educational programs, services, activities or employment practices, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related conditions), sexual orientation, gender identity or expression, national origin, genetic information, disability, age, veteran status, or any other legally protected class, as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1974, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, and the Pennsylvania Human Relations Act, and/or any other applicable Pennsylvania or federal law

Created: 6/2024