

**Line Mountain School District  
Job Description  
Director of School Safety and Security**

Position Title: Director of School Safety and Security (DSSS)  
Department: Act 93  
Reports To: Superintendent  
Approved By: Board of Education  
Date Modified: August 26, 2024

**SUMMARY:**

The Director of School Safety and Security (DSSS) will be responsible for the communication, implementation, and maintenance of the District's Safety Plan. Additionally the DSSS will act as a liaison with other agencies/community groups/local law enforcement, and establish positive relationships with district students and staff.

**TERMS OF EMPLOYMENT:**

The DSSS is a salaried position with typical workdays of 8 hours. On days when students are in session employee will start one half hour prior to students' arrival. The position may involve work during school holidays and planned/unplanned school closures.

**WORKING CONDITIONS:**

Work is performed throughout the district campus.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and /or ability required.

- Retired/Experienced State Police Trooper, Municipal or Military Police Officer or Sheriff
- PA State Police Academy Training or equivalent to that of municipal police officer education and training
- Weapons Qualifications
- Act 120 Certification
- Knowledge of PA Laws and District Policies
- Demonstrate an understanding of the Individuals with Disabilities Education Act (IDEA), 504 Protected Handicapped, FERPA and Article XIII-A of the PA School Code pertaining to students with disabilities and school safety.
- Excellent organizational and communication skills
- First Aid Medical Training and CPR
- Current Act 34, 114, and 151 clearances; as well as Mandated Reporter training requirements

**SPECIFIC POSITION RESPONSIBILITIES:** In carrying out this role, the DSSS shall:

- Assist with the administration and instructional functions and programs to meet the educational and safety needs of students and staff.
- Serve as a positive role model through interaction and accessibility to students, parents, staff, and community as a uniformed police officer.
- Make appropriate referrals to juvenile authorities or other governmental agencies.
- Assist other law enforcement officers with outside investigations concerning students attending the district.

- Establish and maintain liaison between local and state police, the school district, students, social agencies, and other SPOs assigned to school campuses.
- Promote school-wide positive behavior programs to help shape pro-social behaviors in students.
- Monitor the perimeter, parking lots and nearby surroundings of the schools.
- Respond to emergencies at district buildings or on school buses.
- Enforce school district attendance, rules, and policies.
- Assist building and district administrators during investigations per district and police department policies and procedures.
- Abide by school board policy and applicable law concerning interviews should it be necessary to conduct formal law enforcement interviews with students or staff on property or at school functions under the jurisdiction of the School Board.
- Confer with the Superintendent, building principals or supervisors prior to taking any action unless there is an emergency that relates to the immediate safety welfare of the students and staff.
- Serve as an instructor of law enforcement-related education as requested.
- Develop and perform in-service trainings, educate staff relative to crimes and justice issues and provide training on crisis prevention and intervention.
- Lead communication, implementation, and maintenance of the District's Safety Plan.
- Serve on the districts Safety Committee and other committees as requested.
- Conduct periodic safety and security inspections and make recommendations for improvements, as necessary.
- Process summary offenses pursued by the district in relation to offenses of drugs, alcohol, violence, and school attendance.
- Act as a liaison between the district, local communities, and local law enforcement agencies.
- Perform other duties as assigned by the Superintendent.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, requirements, or responsibilities that are required of the employee for this job. Duties, activities, requirements, and responsibilities may change at any time with or without notice.

**EVALUATION:**

Performance will be evaluated annually by the Superintendent using an approved form.

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Date

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Employee Signature