

**Line Mountain School District**  
**Job Description**  
**SCHOOL POLICE OFFICER**

Position Title: School Police Officer  
Department: Support Staff  
Reports To: Director of School Safety and Security (DSSS)  
Approved By: Board of Education  
Date Modified: August 26, 2024

**SUMMARY:**

Responsible for providing patrol to district schools and property in order to deter crimes against students, staff, or property. The officer will monitor and patrol both the interior and exterior of the buildings to ensure a safe learning environment for the students and staff. The individual will promote a positive rapport with students, staff, and the community. The individual will serve as a first responder in crisis situations and assist the administration, local law enforcement and emergency management services as requested.

**TERMS OF EMPLOYMENT:**

Typical workdays are 8 hours in length with occasional work occurring outside normal working hours in the evenings during the week and weekends. On days when students are in session employee will start one half hour prior to students' arrival.

**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 School Police Officer 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.

- Promote school-wide positive behavior programs to help shape pro-social behaviors in students.
- Be present at the schools at random times and hours during the school day as established by the Director of School Safety and Security.
- Monitor the perimeter, parking lots and nearby surroundings of the schools.
- Respond to emergencies at district buildings or on school buses.
- 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 DSSS, 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.
- Assist the DSSS during in-service trainings, educate staff relative to crimes and justice issues and provide training on crisis prevention and intervention.
- Review and assist in the implementation of the districts School Safety Plan.
- Serve on the district's 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 DSSS or 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 Director of Student Services using an approved form.

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Date

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Employee Signature