

BRENTWOOD BOROUGH SCHOOL DISTRICT
3601 Brownsville Road
Pittsburgh, PA 15227-3117

Job Description

TITLE: Part-Time School Police Officer (10-month position)

Wage: \$16.50 per hour

QUALIFICATIONS:

- High School Diploma.
- Act 120 Certificate.
- Police experience preferred.
- Demonstrated aptitude and competence for assigned responsibilities.
- Excellent physical and mental health

REPORT TO: Director of Police and Security

JOB GOALS:

- Maintain a safe and secure environment. Balance the need to protect students, staff, and property with the desire to create an open environment that remains conducive to learning.
- Enforce the laws of the Commonwealth of Pennsylvania on or near school district property.

PERFORMANCE RESPONSIBILITIES:

- Take the Oath of Office for a School Police Officer.
- Respond to emergency calls.
- Ensure all personnel are properly trained. Conduct updated training seminars for the District.
- Ensure all district facilities are secure.
- Ensure the security of all buildings, classrooms when areas are not occupied.
- Ensure proper operation of all fire systems, intrusion systems, rescue assistance systems, elevators. phones and security equipment. Notify proper individuals when not operating properly.
- Responsible for district key control system.
- Responsible for district access control system.
- Enforce parking restrictions and issue traffic and non-traffic citations. Monitor citations and permits issued.
- Investigate and maintain all accident, theft, vandalism, and incident reports. Conduct follow-up investigations when appropriate.
- Report all unauthorized usage of buildings and properties to the Director of Police and Security and/or building principals. Approach and question individuals for proper permits and authorization.
- Assist District staff with problem students.
- Maintain open lines of communication with building activity coordinators for scheduling.

- Contact and/or assist local law enforcement and emergency personnel when needed or while present on School District properties. Maintain good liaison between the two organizations.
- Provide traffic or crowd control for specific events.
- Conduct periodic spot checks of all properties for security, safety issues, fire hazards, parking, and district, local, state, and federal violations.
- Furnish surveillance coverage when and where needed.
- Provide a list of requested items for purchase in the next school year for inclusion in the Security Department budget at the discretion of the Director of Police and Security.
- Perform related details to ensure coverage and protection of School District property and assets.
- Ensure all District alarms are properly registered with the County and Borough.
- Communication skills necessary to interact with vendors and representatives from various suppliers.
- Perform other job-related tasks as mandated by the Director of Police and Security, or Administration.
- Maintain Emergency Handbooks
- Perform other duties as may be assigned by the Director of Police Security, Building Principals, or the Superintendent of Schools.

ADDITIONAL INFORMATION:

- Willing to be trained in the Student Assistance Program and participate on the School Safety Committee.
- Required to complete the Basic National Association of School Resource Officers course.
- Required to complete the Crisis Prevention Training.

Application for employment can be found at bb-sd.com.
Contact Director Jeremy Bogdanski for further information
Jeremy.bogdanski@bb-sd.com
Office: 412-881-4940 x.2301