

Presented to Board for Approval:

Approved:

**METHACTON SCHOOL
DISTRICT**

Eagleville, PA 19403

Position Description

JOB TITLE: Chief of Police
REPORTS TO: Assistant Superintendent
CLASSIFICATION: Exempt Employee
STATUS: Full Time
EVALUATION: Performance will be evaluated in accordance with provisions of the Board approved process for evaluation of professional personnel and applicable CBA.

POSITION SUMMARY:

Under the direction and supervision of the Assistant Superintendent, the Chief of Police is responsible for upholding policies, procedures, and protocols as required for the safety and security of students, staff, community, buildings, and grounds at all school district facilities. Responsibilities extend to include collaboration with the human resources, curriculum, special education and technology departments on training of staff and students, assessing risk management, organizing custody documentation, building relationships with first responders, and establishing safe travel to and from school for students. The Chief of Police is responsible for the direct supervision of school security personnel including school police officers and school security officers. The Chief of Police will pursue available grants through the Pennsylvania Department of Education and other organizations that serve to offset the costs of safety and security equipment and various mental health initiatives being implemented across the district.

QUALIFICATIONS:

- Bachelor Degree in Criminal Justice
- Act 120 certification as a school police officer
- School Resource Officer certification
- 5 years of experience as a supervisor in a law enforcement department or organization with honorable separation from service
- Graduate of law enforcement command level school
- Instructor Development and other training instructor certifications
- Commonwealth Law Enforcement Assistance Network (CLEAN) certification
- Experience in grant applications preferred
- Strong organizational and time management skills
- Alternatives to above qualifications as the Board may find acceptable
- All clearances as required by law

ESSENTIAL JOB FUNCTIONS: *List the responsibilities of the job.*

1. Directs and supervises the safety and security functions of the organization as the designated Act 44 Safety Officer.
2. Builds a positive working relationship with building administration, staff, students, and parents to develop a positive law enforcement/education relationship.
3. Provides a positive and visible law enforcement presence in the school and school district property to provide for the safety and well-being of students, staff, and school visitors.
4. Develops a working relationship with community agencies that offer assistance to youth and their family in the areas of mental health and substance abuse.
5. Responds to and establishes command of emergency situations for the purpose of addressing immediate safety concerns.
6. Administers first aid for the purpose of providing immediate medical emergency care.

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7. Assists in the programs of drug awareness and drug prevention (e.g. drug surveillance, drug detections, drug education programs, for students and parents, and suggesting changes in drug policies) for the purpose of helping students, parents, employees, and the community in the difficult task of fighting drug abuse in our community.
8. Available to parents, students, faculty members, for conferences for the purpose of assisting them with problems of a law enforcement or crime prevention nature.
9. Collaborates with other agencies (e.g. law enforcement, community professionals, etc.) for the purpose of communicating and/or receiving information regarding situations that may affect safety within the school environment.
10. Directs and supervises the issuance and collection of district issued weapons and equipment to school security personnel.
11. Establishes and implements performance expectations for security personnel district-wide.
12. Trains and schedules programs and functions for security personnel and staff at large.
13. Evaluates, assesses and analyzes performance of security personnel.
14. Establishes systems for all district buildings to screen visitors before allowing them to enter the premises and ensure consistency of protocols across all buildings.
15. Maintains all security devices and products in good working condition.
16. Develops and implements preventative measures against accidents, thefts and other risks.
17. Ensures compliance of all applicable policies, regulations, and protocols under Act 44 or other applicable school safety legislation while implementing security measures.
18. Communicates school policies and administrative regulations to school security personnel.
19. Assists in the training of staff and students as needed.
20. Establishes and maintains relationships with local first responders.
21. Assesses risk management of working staff and visitors to all district facilities.
22. Establishes and directs active shooter/intruder guidelines and active shooter/intruder response training to staff.
23. Establishes safe travel to and from school for all students, i.e., bus, walking, driving, parent drop-off and pick-up in conjunction with district staff and transportation provider.
24. Assists in developing the preliminary budget needs for the safety and security of the District.
25. Participates and serves on appropriate District committees as directed.
26. Testifies in court proceedings for the purpose of representing the school district where required.
27. Establish procedures and protocols for the use and submission of documentation (e.g. incident and activity reports, security logs, etc.) by school security personnel. Reviews such documentation for accuracy, completeness, and compliance with district regulations.
28. Submits all Commonwealth of Pennsylvania required annual safety reporting.
28. Perform such other duties as assigned by the Superintendent.

PHYSICAL DEMANDS AND LIFTING REQUIREMENTS:

The Chief of Police will be required to use hands to finger, handle or feel objects, tools or controls, and to talk and hear. Sit and frequently be required to stand, walk, stoop, kneel, and crouch. Have specific vision abilities, to include close vision, color vision, and the ability to adjust focus. Capable of wearing full police uniform, equipment, and boots. Have the ability to lift and/or move up to 25 pounds and possess effective communication, judgmental, planning and human relations skills, and will be required to work under periods of stress due to the level of the position responsibility.