



School Police Officer

Bear Creek Community Charter School is seeking qualified candidates for the position of School Police Officer. This is a full-time, eleven-month position. The School Police Officer will enforce good order in school buildings, on school buses and on the school campus. This will include security patrols of school facilities, access control screenings, investigating criminal activity, issuing citations, making arrests, coordinating emergency preparedness and trainings, and interacting with students, parents, staff and other stakeholders.

The successful candidate must be a graduate of the Pennsylvania Municipal Police Officers Training and Education Program, achieving Act 120 certification or a graduate of the Pennsylvania State Police Academy. At least ten (10) years' experience in law enforcement preferred, either as a municipal police officer commissioned in Pennsylvania or as a Pennsylvania State Trooper. A working knowledge of state and federal laws, the ability to conduct in-depth investigations, and strong oral and written communications skills required.

The successful candidate must be able to provide state and federal criminal background checks, a child abuse clearance report, physical examination, psychological examination and drug test acceptable to the School. Evidence of successful completion of required firearms training is also required.

Bear Creek Community Charter School offers full-time employees a competitive starting salary, comprehensive benefit package and a rewarding work environment.

Please submit a resume with a personalized cover letter to:

Board of Trustees
Bear Creek Community Charter School
30 Charter School Way
Bear Creek Township, PA 18702

Bear Creek Community Charter School is an Equal Opportunity Employer.



School Police Officer Job Profile

Reports To: Chief Executive Officer

Base Wage: Dependent Upon Experience

Status: Full Time – Eleven Month

FLSA: Exempt

Created: June 18, 2018

Revised: N/A

Position Summary

Bear Creek Community Charter School is committed to providing a safe and secure environment for students, staff and visitors while on the school campus and is further committed to the protection of its real and personal property. The School is authorized pursuant to the Public School Code of 1949, as amended, 24 P.S. §7-778 to apply to the court of Common Pleas of Luzerne County to appoint such persons as the Board of Trustees may designate to act as a School Police Officer

Essential Functions

1. Enforce good order in school buildings, on school buses and on school grounds. For the purpose of this document, the term “school bus” shall include vehicles leased or engaged by the school to transport students.
2. Possess and carry firearms and ammunition in school buildings, on school buses and on school grounds.
3. Exercise the same powers as are now or may hereafter be exercised under authority of law or ordinance by the police of the municipality in which the School is located or the Pennsylvania State Police.
4. Issue citations for summary offenses or to detain students and other individuals until the arrival of local law enforcement, or any combination thereof pursuant to 24 P.S. §7-778(a) and (c)(2).
5. Serve as an arresting officer in emergency situations, pursuant to 24 P.S. §7-778(a) and (c)(2).
6. Screen students, staff and visitors as appropriate, as part of a daily access control procedure.
7. Routinely check the School’s buildings and campus, and protect the property located thereon from fire, theft, vandalism, illegal entry and other illegal activity.
8. Investigate reported or suspected criminal activity occurring on or near School property and on school buses and vans, and coordinate disposition of each case with the appropriate authorities.
9. Confront unauthorized persons on School property for questioning as to their presence and intentions and escort such persons either from School property or to an appropriate school administrator.

10. Develop and execute emergency plans designed to deal with any circumstance that could pose a threat to safety and welfare of the students and staff and to the physical integrity to the School's facilities.
11. Plan and coordinate safety programs designed to ensure a secure environment for students to learn, and staff to work.
12. Participate in the student arrival and dismissal process as requested by school administration.
13. Provide traffic control on school property when deemed necessary for the protection and safety of students, staff and visitors.
14. Attend, when necessary, informal and formal hearings involving student suspensions or expulsions, magistrate hearings and other court proceedings involving the School, its students or staff.
15. Serve as a resource person to school administrators, as requested, to address student groups on various aspects of school safety.
16. Complete and submit required reports to school leadership, the Board of Trustees, and local, state and federal agencies as required.
17. Serve as the School's primary liaison with third parties regarding school safety and security.
18. Assist and cooperate with local and state police and other emergency personnel in accordance with agreements between the school and constituent municipalities.
19. Attend required meetings and serve, as appropriate on committees.
20. Understand and communicate current developments in school safety and security, participation in appropriate workshops or meetings, and involvement in professional organizations. Maintain knowledge of current issues and strategies.
21. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school. Serve as a role model for students and staff.
22. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines.
23. Work to avoid the appearance of any conflict of interest in employment and other decisions, including solicitation and acceptance of gifts and favors.
24. Adhere to the Staff Handbook, school procedures and protocols local, and all local, state and federal laws.
25. Effectively utilize technology and/or electronic equipment to support the fulfillment of responsibilities.
26. Be subject to any and all other powers and duties as set forth in Section 778 of the Public School code, as amended, as well as those relegated to the School Police Officer by the Board of Trustees, Court of Common Pleas, or the local municipal government. Perform any other duties and responsibilities as assigned, and not otherwise prohibited by law or regulation.

Minimum Qualifications

The minimum qualifications or standards required to perform the essential job functions are:

1. Successful completion of the Pennsylvania Municipal Police Officers Training and Education Program, achieving Act 120 certification or a graduate of the Pennsylvania State Police Academy.
2. Served as a police officer commissioned in Pennsylvania or a Pennsylvania State Trooper, with at least ten (10) years' experience in law enforcement.
3. Possess a working knowledge of federal and state laws and regulations applicable to the position of a public school police officer.
4. Possess an even temperament, and communication skills (oral and written) appropriate to effectively and appropriately communicate with staff members, students, parents and other stakeholders in a public school environment.
5. Be capable of conducting in-depth criminal investigations.
6. Provide the appropriate criminal record and child abuse clearances acceptable to the School.
7. Provide satisfactory results of a physical examination, drug test, and psychological examination acceptable to the School.
8. Provide evidence of completion of firearms training as set forth in 53 Pa. C.S.A. §2161, et seq.
9. Successful demonstration of skills required conflict resolution, problem solving, and overall organization.
10. Demonstrate strong self-confidence, integrity and good moral character.
11. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
12. Demonstrate the ability to use computers for word processing, data management, and telecommunications.
13. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
14. Meet such alternatives to the above qualifications as the Chief Executive Officer may find appropriate and acceptable.

Core Competencies

The successful candidate for this position must be able to demonstrate the following core competencies:

Core Competency	Description/Characteristics
Action Oriented	Enjoys working hard; is action oriented and full of energy for the things that he/she sees as challenging; not fearful of action with a minimum of planning; seizes opportunities when they arise.
Approachability	Is easy to approach and talk to; can be warm, pleasant and gracious; is sensitive to and patient with others; builds rapport well.
Composure	Is cool under pressure; does not become cynical, moody or hostile when times are tough; is considered mature; can be counted on to hold things together during rough times; can manage personal stress; is not knocked off balance by the unexpected.
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers (students, parents, staff and general public); gets first-hand customer information and uses it for operational improvements; talks and acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
Dealing with Ambiguity	Can effectively cope with change; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; doesn't have to finish things before moving on; can comfortably handle risk and uncertainty.
Ethics and Values	Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and tough times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches.
Informing	Provides the best information people need to know to do their jobs and to feel good about being a member of a team; provides direct information to individuals so they can make accurate decisions; is timely with information.
Integrity & Trust	Has an uncomplicated and uncompromising understanding of right from wrong, both publicly and privately. Demonstrates courage of conviction for what they believe. Is widely trusted and is respected as a direct, truthful individual. Keeps confidences; doesn't blame others for his/her own mistakes.
Interpersonal Skills	Listens effectively and communicates ideas and opinions clearly. Is assertive while showing respect and positive regard for others. Demonstrates an appreciation for people with different backgrounds and points of view.

Core Competency	Description/Characteristics
Learning on the Fly	Learns quickly when facing new problems; a relentless and versatile learner; open to change; analyzes both successes and failures for clues to improvement; experiments and will try anything to find solutions; enjoys the challenge of unfamiliar tasks; quickly grasps the essence and the underlying structure.
Organizing	Can marshal resources to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently; arranges information and files in a useful manner.
Organizing and Problem Solving	Can orchestrate multiple activities at once to accomplish a goal; uses time and resources effectively and efficiency; arranges information in a useful manner; solves problems with effective solutions; asks good questions and probes all fruitful sources for answers; looks beyond the obvious and doesn't stop at the first answers.
Organizational Agility	Knowledgeable about how organizations function; knows how to get things done through both formal channels and the informal network; understands the origin and reasoning behind key policies, practices and procedures.
Perseverance	Pursues everything with energy, drive, and the need to finish; seldom gives up before finishing, especially in the face of resistance or setbacks; can be counted on to exceed goals.
Priority Setting & Time Management	Spends his/her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; uses time effectively and efficiently; eliminates roadblocks and creates focus; sets priorities.
Results Orientation	Stays the course from start to finish; does not confuse effort with results; separates what is important from what is not. Is action-oriented and full of energy for things that he/she as challenging; not fearful of action with a minimum of planning.
Technical Skills and Learning	Has the functional and technical knowledge and skills to do the job at a high level of accomplishment; picks up on technical things quickly; can learn new skills and knowledge.

Other

The School Police Officer must be physically able to exert up to 250 pounds of force occasionally, and/or a negligible amount of force constantly to move or restrict persons or objects. He/she must occasionally lift and/or move up to 50 pounds.

While performing the functions of this job, the employee is occasionally exposed to cold, heat, and outdoor weather conditions.

While performing the functions of this job, the employee is regularly required to use hands to finger, handle, or feel, talk or hear; and frequently required to stand, walk, sit, reach with hands and arms; and is occasionally required to climb or balance, stoop, kneel, or crouch.

Employee must be willing to work additional hours/overtime as requested, including after-school activities.

Employees must be able to drive or otherwise successfully transition to and from off-site meetings and activities. A valid Pennsylvania Driver's License and clean driving history is required.

The position requires the ability to:

- Compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.
- Speak and signal people to convey or exchange information. This includes giving instructions, assignments or directions to students, staff members or other stakeholders.
- Read a variety of correspondences, manuals, journals, etc. Requires the ability to make presentations, provide instruction, prepare reports, etc. using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.
- Apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety information in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.
- Record and deliver information, to explain policies and procedures, to give oral and written instructions. Must be able to communicate effectively and efficiently at a variety of levels, with students of various age groups and abilities, along with parents and other professionals.
- Utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply principles of statistics and statistical inference.
- Coordinate hands and eyes rapidly and accurately in using computer and other equipment.
- Handle a variety equipment. Must have minimal levels of eye/hand/foot coordination.
- Differentiate between colors and shades of color.
- Specific vision abilities including close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.
- Deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.
- Talk and hear. Talking includes, but is not limited to, expressing or exchanging ideas by means of spoken words. Hearing includes, but is not limited to, perceiving nature of sounds by ear. Must be able to communicate via telephone, as well as e-mail and in person.

Disclaimer

The preceding job profile has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.