



## Job Description

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|-----------------------------|---|-----------------------------|------------|
| <b>Position Title:</b>      | Police Officer  |                             |            |
| <b>Job Title:</b>           | Police Officer  |                             |            |
| <b>Reports to:</b>          | Chief of Police   | <b>Pay Grade:</b>           | N15        |
| <b>Terms of Employment:</b> | <ul style="list-style-type: none"><li>• 245 days per year.</li><li>• At-Will employment agreement.</li><li>• Salary is in the pay grade N15 on the Non-Exempt SAISD Compensation Plan.</li><li>• Entry hourly is at \$25.57 with consideration for directly related experience.</li></ul> | <b>FLSA Classification:</b> | Non-Exempt |
| <b>Funding Source:</b>      | This position is locally funded   |                             |            |

### Position Summary

Demonstrate a commitment to the education of our youth and to maintain an appropriate learning environment through the protection of students, employees, and property.

### Essential Functions / Key Responsibilities

1. Respond to all calls requiring peace officer intervention or service, and initiate activity where needed to ensure a safe and secure environment
2. Enforce laws, policies and provisions of the Texas Penal Code, and Code of Criminal Procedure Texas Education Code and SAISD policy manual and code of conduct.
3. Prepare appropriate police reports; identify and report potential safety and security hazards, conduct initial investigations, and act on community and district concerns.
4. Perform all duties as outlined in district policies, rules, and procedures.
5. Work any hours, shifts, days, or assignments given to include holidays, weekends, etc. as designated by supervisor.
6. Serve as an appropriate, positive role model for students.
7. Perform special duty assignments, overtime, protective details, and all other duties required
8. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

### Minimum Requirements

- High School diploma or GED (recognized by the Texas Education Agency or a regional accrediting agency)
- Active certification as a Peace Officer by the Texas Commission on Law Enforcement Standards and Education (TCOLE)
- Valid Texas driver's license and good driving record. Meet and maintain liability coverage and eligibility
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee

### Knowledge, Skills & Abilities

- Demonstrated knowledge of laws, rules, and regulations applicable to the position
- Ability to work with others



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- Demonstrated communication skills, credibility, and demeanor appropriate to the position
- Demonstrate logical, effective problem-solving ability
- Successfully pass the criminal history, drug testing, medical and psychological screening process
- Ability to work all shifts, holidays and weekends, and a variety of assignments as directed
- Regular attendance and punctuality are essential functions of the job
- Ability to demonstrate the following core values: integrity, high expectations, commitment, respect, dedication to teamwork and passion for a student-centered environment

### **Working Conditions**

#### Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc).

#### Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines; frequent sitting, standing, walking, climbing, balancing, pulling and pushing; reaching, repetitive hand motions, hearing, speaking clearly, visual acuity and prolonged data input; occasional lift/carry light, moderate 15-44 pounds.

### **Supervisory Responsibilities / Direct Reports**

- None

San Antonio ISD is committed to non-discrimination on the basis of race, color, ethnicity, culture, religion, national origin, age, sex, gender identity, gender expression, sexual orientation, appearance, immigration/citizenship status, home language, socioeconomic status, or disability in its educational programs, services, and District business functions.

Information on persons designated to handle inquiries regarding non-discrimination policies can be found within SAISD Board Policies DIA(EXHIBIT) or FFH(EXHIBIT), available online at: <https://pol.tasb.org/PolicyOnline?key=176>.

San Antonio ISD está comprometido a no discriminar por motivos de raza, color, origen étnico, cultura, religión, origen nacional, edad, sexo, identidad sexual, expresión de género, orientación sexual, apariencia, estado migratorio/de ciudadanía, idioma natal, estado socioeconómico o discapacidad en sus programas educativos, servicios y funciones de negocios del Distrito.

La información sobre las personas designadas para manejar consultas sobre las políticas de no discriminación se encuentra bajo las Políticas de la Junta Directiva DIA (Prueba documental) o FFH (Prueba documental) de SAISD, disponible en línea bajo: <https://pol.tasb.org/PolicyOnline?key=176>

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_