



Director of Safety and Security/Chief of School Police

Harrisburg School District – Job Description

JOB INFORMATION			
Job Title:	Director of Safety and Security – Chief of School Police	Reports To:	Superintendent
Employee Group:	Act 93	Location:	Central Office / District-wide
Certificated / Non-Certificated:	Non-Certificated	Department:	Safety and Security
Classification / Range:	Range D	Supervises Staff:	Yes
FLSA Status:	Exempt	Shift/Schedule:	Day
Work Year/Days:	12 Months / 260 Days	New Position / Updated:	Updated
Prepared/Revised Date:	9/15/2026	Board Approval / Resolution:	Pending

JOB SUMMARY / POSITION PURPOSE

To enable the District to provide a safe, secure, and nurturing environment for all students and staff.

ESSENTIAL FUNCTIONS		
#	Essential Duties	% of Time
1	Leads the Safety and Security Office. Directly supervised SPO's and the school district safety coordinator.	20%
2	Serves as ACT 44 safety and security coordinator.	5%
3	Participates in hiring process, disciplinary action, training and evaluation of District Safety and Security Team.	5%
4	Directs District-led investigations related to the violation of PA law and reviews all citations prior to formally filing.	10%
5	Works with the Academic team to complete the PDE 360 Violence and Weapons Report.	2%
6	Works with the Academic team to review PDE safe school reports.	2%
7	Reports all major incidents and activities involving safety and security throughout the schools to the Superintendent.	5%
8	Conducts in-service meetings with safe schools' staff and attends annual police updates.	2%
9	Evaluates the performance of the safety and security team in conjunction with the Superintendent and Building Principals.	5%
10	Supports the security staff in the development of work schedules, overtime events, and overall coordination of leave requests.	10%
11	Coordinates emergency management plans and serves as a liaison with City and County Emergency Management teams.	5%
12	Works with IT Department to coordinate visitor management/ID cards.	5%
13	Responsible for All Hazards Plan updates, MOU's and letters of agreement with local law enforcement, PEMA and County EM Teams.	10%
14	Coordinates and evaluates school site assessments as required.	2%
15	Responds to emergency calls, including disturbances, crimes in progress, medical emergencies, and other situations.	10%
16	Participates in efforts to obtain funding through Safe School Initiative Grants.	--



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17	Represents the Harrisburg School District in community initiatives/activities related to Safety and Security, and communities.	--
18	Reports all maintenance concerns, such as broken windows, bathroom facilities, fire extinguishers, etc. to Operations.	--
19	Works with IT to oversee the District-wide video surveillance system.	--
20	Serves as a mandated reporter and promptly reports on suspected child abuse, neglect, or student safety concerns in accordance with applicable laws, District policy, and administrative procedures.	--
21	Performs other duties as assigned by the supervisor that are job-related and consistent with the classification of the position.	--

SUPERVISORY RESPONSIBILITIES

Area	Details
Positions Supervised	Directly supervises the school district security coordinator.
Supervisory Authority	
Committee / Team Participation	

REQUIRED AND PREFERRED QUALIFICATIONS

The qualifications below represent the education, experience, knowledge, skills, abilities, licenses, certifications, and clearances required to satisfactorily perform the essential functions of the position. Required qualifications must be job-related and consistent with business necessity. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform these functions.

Requirement	Details	Required	Preferred
Education/Training	To be appointed, School Police Officers must meet minimum training standards as specified in Act 44 Article XIII-C under Section 1304-C Oath of Office, successfully completed training as set forth in 53PA.CS. CH.21 Subch. D (related to municipal police education and training) Act 120 certification, or have graduated from the Pennsylvania State Police Academy and have been employed as a State Trooper with Pennsylvania State Police and separated from service in good standing	X	
Experience	3+ years of Criminal justice experience in urban setting or related experience with school – or industrial-related security; must demonstrate successful experience working with gang-related activity, graffiti-related activity and juvenile violence-related activity.	X	
PDE Certification(s), if applicable	Valid educational certification		
PA Child Abuse, PA State Police Criminal History, FBI Fingerprint Clearances	Must meet District, state, and federal requirements.	X	
Mandated Reporter Training	As required by Pennsylvania law and District procedure.	X	
Act 168 Disclosure Requirements	Must satisfy Pennsylvania Act 168 employment disclosure requirements.	X	
Act 24 Arrest/Conviction Reporting	Must comply with Pennsylvania Act 24 reporting requirements.	X	
Driver's License, if applicable		X	



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KNOWLEDGE, SKILLS, AND ABILITIES

- Adhere to Pennsylvania laws relating to police powers and arrests.
- Meet the Act 120 Annual training requirements including firearms and taser qualifications.
- Testify in court about investigations, arrests, and the evidence collected.
- Visual acuity and auditory acuity.
- Ability to communicate effectively in all aspects of the job.
- Must possess excellent interpersonal skills.
- Ability to make judgments and work under a high level of stress.
- Ability to work as a leader, coordinator, and a member of a team.
- Must be courteous and able to effectively manage job responsibilities.
- Must be cooperative, congenial, service-oriented, and promote these qualities.
- Ability to work in an environment with frequent interruptions.
- Ability to be respectful and empathetic.
- Ability to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.
- Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.
- Ability to establish and maintain productive working relationships with staff, business associates, and general community.
- Ability to work on multiple tasks and prioritize appropriately.
- Ability to exercise initiative and make independent decisions to reschedule work to meet deadlines or to effectively handle emergency work.
- Ability to recognize areas of concern relating to assigned areas of responsibility and propose or recommend appropriate solutions to problems.
- Ability to work some evenings and weekends, sometimes with little or no notice.
- Ability to recognize areas of concern relating to educational administration issues and propose or recommend appropriate solutions to problems.
- Ability to identify and isolate issues and develop rational solutions to problems.
- Ability to administer policy in a manner consistent with good judgment and sound rationale.
- Ability to recognize changes occurring in society and their relationships to education.
- Ability to generate genuine enthusiasm for positive and meaningful change.
- Ability to understand up-to-date management methods and the ability to apply them to administration and instructional services.
- Ability to maintain a high level of physical stamina, stability, and creativeness.
- Ability to articulate a valid philosophy of education that recognizes the need for appropriate programs to serve a wide range of student abilities, needs, and interests.
- Ability to deal with personnel considerations in a fair, firm, and equitable manner.
- Ability to supervise others using acceptable human relations skills.
- Ability to communicate in both oral and written form.
- Ability to foster and maintain positive relationships with the Board, students, parents, and staff.
- Ability to make appropriate decisions rapidly and with ease, using prudent judgment and common sense.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, technical and procedure manuals.
- Ability to effectively present information and respond to questions from groups of administrators, employees, and community members.
- Ability to operate various office equipment.
- Must possess active listening skills and conflict mediation skills.
- Plans and prioritize assignments effectively. Able to handle several ongoing tasks and projects at once.
- Able to adjust to changes in the work environment.
- Reports to work on time, gives a full day's work, and makes effective use of time while on the job.
- Maintains a good attitude toward administration, fellow employees, and the public.
- Demonstrates the ability to acquire the skill required to operate new and existing software and hardware.
- Ability to compose clear, concise sentences and paragraphs.



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- Ability to provide direction to others.
- Ability to create and delegate assignments.
- Shows initiative and the ability to complete assigned tasks without supervision.
- Ability to communicate, comprehend, and perform complex computations.
- Ability to compose clear, concise sentences and paragraphs.
- Ability to organize office setting to efficiently accomplish tasks.
- Ability to work independently and make work-related decisions.
- Ability to exercise good judgment in prioritizing tasks.
- Ability to communicate effectively at all organizational levels.
- Ability to appropriately handle confidential information in accordance with district policies.
- Ability to use technology for group meetings, presentations (i.e. overhead, document camera, projector, and video equipment).
- Acknowledges individuals' requests and handles them in a friendly and courteous manner.
- Promotes a positive team environment through active cooperation with others.
- Maintains awareness of the School District's policies and procedures. Follows the chain of commands.
- When appropriate, incorporates progressive ideas/concepts into daily responsibilities.
- Dresses appropriately for the job environment.
- Maintains an excellent driving record.

LEGAL AND COMPLIANCE REQUIREMENTS

- Complies with Board policies, administrative regulations, District procedures, and applicable local, state, and federal laws, including the Pennsylvania Public School Code, as applicable to the position.
 - Maintains confidentiality of student, family, employee, and District information in accordance with applicable laws, regulations, District procedures, FERPA, and other applicable data privacy requirements.
 - Complies with applicable regulatory and compliance requirements, including Title IX, Section 504 of the Rehabilitation Act, IDEA, and related laws and regulations, as applicable to the position.
 - Serves as a mandated reporter in accordance with Pennsylvania law and completes all required reporting obligations, training, certifications, continuing education requirements, and clearances within established timelines.
- Maintains professional conduct and ethical standards consistent with the expectations of public-school employees.

PHYSICAL DEMANDS AND ADA CONSIDERATIONS

The physical demands described below are representative of those that must be met to successfully perform the essential functions of the position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform these functions in accordance with the Americans with Disabilities Act (ADA) and applicable law.

Physical Demand	Rarely (less than 5%)	Occasionally (5–33%)	Frequently (34–66%)	Constantly (67–100%)	Weight / Notes
Sitting			X		
Standing				X	
Walking				X	
Talking (in person, by phone, or in groups)				X	
Hearing (in person, by phone, or in groups)				X	
Vision (computer, near, distance, or peripheral)				X	
Driving Requirements			X		
Computer, Machine, or Tool Use		X			
Pushing/Pulling/Lifting					10-20lbs



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Cognitive Demands / Concentration				X	
Emotional Regulation / Stress Management				X	

WORK ENVIRONMENT / PRIMARY WORK SETTING

- Typical Office Environment
- Subject to inside environmental conditions
- May be exposed to hazardous materials, body fluids, or disease

EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION

The Harrisburg School District is committed to equal employment opportunity and compliance with all applicable federal and state nondiscrimination laws, including the Pennsylvania Human Relations Act. The District prohibits discrimination and harassment based on race, color, religion, ancestry, national origin, age, sex, sexual orientation, gender identity or expression, pregnancy, disability, genetic information, veteran status, or any other legally protected classification.

This job description is not intended to be an exhaustive list of position duties or responsibilities. The District reserves the right to revise or assign additional job-related duties consistent with business necessity and applicable law. This job description does not constitute a contract of employment. Employment with the District is governed by applicable law, Board policy, and any applicable collective bargaining or individual employment agreement.

ACKNOWLEDGMENT AND REVIEW

This job description may be reviewed and updated periodically to reflect changes in the position, operational needs, legal requirements, or District expectations.

By signing below, I acknowledge that I have received and reviewed this job description and understand the essential functions and requirements of the position. My signature does not constitute a contract of employment.

Employee Printed Name:			
Employee Signature:		Date	

Supervisor/Administrator Printed Name:			
Supervisor/Administrator Signature:		Date	