



# **Tunkhannock Area School District School Security Officer Job Description**

## **Position Summary**

**SSO must have Act 235 certification.**

The School Security Officer plays a critical role in maintaining a safe, secure, and supportive learning environment for students, staff, and visitors. This position focuses on school safety, crime prevention, student engagement, and collaboration with school administration and local law enforcement agencies.

## **Essential Duties and Responsibilities**

### **Safety, Security, and Law Enforcement Support**

- Investigate allegations of criminal or delinquent incidents occurring on school property and determine appropriate responses, including referrals to juvenile authorities or other law enforcement agencies.
- Conduct routine security inspections of school buildings and campus grounds to deter criminal or disruptive activities.
- Monitor crime trends and collaborate with local patrol officers, school staff, and students to develop proactive crime prevention strategies.
- Enforce trespass violations and ensure compliance with school safety regulations.
- Monitor internal and external security cameras and parking areas.
- Conduct regular security sweeps of building interiors and exterior campus areas.
- Ensure all school buildings are properly secured once the official school day begins.
- Assist with crowd control and coordinate campus security for special events, including Homecoming, Prom, Graduation, and athletic events.
- Provide after-school campus security as requested by school administration.

### **Student Engagement and Prevention**

- Work proactively to prevent juvenile delinquency through positive interaction and relationship-building with students.
- Maintain a visible and approachable presence within classrooms, hallways, common areas, and outdoor school activities.
- Serve as a professional role model, demonstrating appropriate behavior and communication at all times.
- Identify early signs of delinquent or pre-delinquent behavior and facilitate early intervention and referrals.
- Assist in conflict resolution efforts involving students.

### **Collaboration and Administrative Support**

- Establish and maintain strong partnerships with school administrators to support a safe and orderly school environment.
- Assist administrators in enforcing Board of Education policies and procedures.
- Be present during school searches or sensitive situations involving weapons or controlled substances.
- Support school administrators in emergency crisis planning and building security initiatives.
- Participate in student and parent conferences when appropriate and attend school functions.

### **Reporting and Professional Responsibilities**

- Conduct student threat assessments as needed.
- Complete accurate and timely incident reports and submit them to the Director of Safety & Security.
- Forward reports involving potential criminal activity to law enforcement agencies as required.
- Serve as an informational resource for students and parents on law-related matters.
- Perform other duties as assigned by the Director of Safety & Security.

### **Reporting Structure**

Reports To: Director of Safety & Security

Tunkhannock Area School District

Email: rich.seaberg@tasd.net | Phone: 570-836-3111 ext. 3015

## NEEDED FOR SECURITY NEW HIRES

(MAKE SURE YOU ARE DOING EMPLOYEE CLEARANCES AND NOT VOLUNTEER)

- FBI fingerprinting: Use this site to sign up ONLINE for Fingerprinting Services Act 114  
<https://www.identogo.com/>

Employee Code: 1KG6XN

- Child Abuse: ONLINE Child Abuse History Background Check Act 151  
<https://www.compass.state.pa.us/cwis/public/home>
- State Police Background: Take your PA State Background Check Online for Act 34 Here  
<https://epatch.state.pa.us>
- Mandated and Permissive Reporting in Pennsylvania Online Training (within 5 years)  
<https://www.reportabusepa.pitt.edu>
- TB Test
- Act 24: See Attached
- Concealed carry permit
- Act 235- Certificate (You should be able to get a waiver from the state police for the 1st time but after that you will have to get the certificate.)

## Upon Approval

- See Carolyn Lawson, Secretary to the Superintendent, in the Administration building to complete the following (bring social security card and Drivers License)
  - I-9
  - Policy Sign-Off
  - Act 168
- See Kristyn Glynn, Payroll in the Administration building