



Western Area Career & Technology Center

688 Western Avenue, Canonsburg, PA 15317 - 724.746.2890 - Fax 724.746.6966 - www.wactc.net

PROFESSIONAL VACANCY POSTING: SCHOOL POLICE/RESOURCE OFFICER

Job Type - Full-Time, 180 Days

Job Description – Provide for the safety and welfare of students, staff and visitors while on school grounds through investigation of actions that are illegal or in violation of school policy, communication of information that may have potential impact on the general well-being within the school population, support administrative and/or campus activities, and be a resource for crime prevention and drug awareness/prevention.

Candidate must have the following qualifications

- Be a police officer commissioned in Pennsylvania with at least two years' experience in law enforcement and a current Act 120 Certificate or its equivalent.
- Possess a working knowledge of federal and state laws and regulations applicable to the position of a public school police officer.
- Completion of firearms training as set forth in 53 Pa. C.S.A. §§2161, et seq.
- Approval by the Court of Common Pleas of Washington County, PA to serve as a School Police Officer.
- Possess an even temperament and communication skills (oral and written) appropriate to effectively and appropriately communicate with students and staff.
- Clearances for Acts 34, 151, and 114 will be required before hiring.

Duties and Responsibilities

- Act swiftly to respond to major disruptions and/or criminal offenses which may occur during school hours or on school property while on duty, including but not limited to, disorderly conduct, the possession, use and/or distribution of alcohol, other drugs and/or controlled substances, and/or the possession or use of weapons
- Report crimes which occur during school hours and/or on school property while on duty, and cooperate with law enforcement agencies in their investigation of such crimes.
- Abide by any and all other powers and duties as set forth in Section 778 of the Public School Code, as amended, and as such Section may in the future be amended from time to time, including but not limited to, the power and duty to issue summary citations and detain individuals until local law enforcement arrives;
- Maintain appropriate professional certificates and licenses as required.
- Participate in Safety Committee meetings and NOCTI Performance testing day and performing such other assignments as may be requested by the Executive Director or his designee;

Salary – To be determined

Deadline - Until the position is filled

Reports to - Executive Director/Principal

How to Apply

Send or email letter of interest, resume, to Michael Milanovich, Executive Director, Western Area Career & Technology Center, 688 Western Avenue, Canonsburg, PA 15317.

Contact Information

Michael Milanovich, Executive Director, 724-746-2890 Ext. 114, mmilanovich@wactc.net

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TITLE IX/504 TITLE V COORDINATOR

Western Area CTC
Administrative Office
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