



# CHESTER UPLAND SCHOOL DISTRICT

Office of Human Resources  
1720 MELROSE AVENUE  
CHESTER, PA 19013

The Chester Upland School District invites qualified and interested persons to apply for:  
School Safety Officer

Chester Upland School District is in a historic period of change. We are uniquely poised to re-focus and transform into a student-focused district where each child is ensured the academic and personal skills to succeed in the college or career of his/her choice.

1. **Screening Procedures:**

- a. Receipt of a completed application, resume and cover letter
- b. A minimum of three current written letters of reference from previous or current directors, principal, and supervisors
- c. Personal interview

2. **Minimum Requirement:**

- a. Preferred successful completion of Special Officer training.
- b. Health and physical characteristics suitable for law enforcement duties.
- c. High School Diploma or equivalent
- d. Preferred experience in an urban school setting
- e. The following are required:
  - PA Criminal clearances
  - PA Child Abuse clearances
  - FBI clearances
  - Physical including TB Test
- f. Proof of U. S. citizenship or legal resident alien status (CURRENT EMPLOYEES EXEMPT)

3. **Job Goal:**

The School Security Officer shall be responsible for protecting the safety and welfare of students and school personnel in accordance with policies of the School District as set forth in approved Administrative Regulations.

*The Child We Raise Will Lead the Village...*

4. **Performance Responsibilities:**

- a. To serve as the responsible person in school buildings to provide for the safety and welfare of students and school personnel under the direction of the Principal and the Chief Security Officer.
- b. To actively assist in supervising general department in corridors, lunchrooms, restrooms and school grounds during the hours in which schools are in session.
- c. To maintain decorum and order on school grounds and in the vicinity of schools and at schools and School District events as directed by the Principal or Chief of Security.
- d. To carry out administrative procedures necessary in maintaining safety and welfare including liaison with public safety officials and school officials.
- e. To monitor the buildings at all times, including the monitoring of lavatories periodically during the day.
- f. To comply with the strict regulation against sitting down and socializing.
- g. To respond promptly to the signal for calling the School Security Officer.
- h. To assume the authority of special officer of the City of Chester during those hours and/or at such events when actually working and on duty carrying out the responsibilities of an employee of the School District.
- i. To maintain record of incidents.
- j. To present written descriptive reports for major incidents.
- k. To perform other duties as assigned.

It is the responsibility of the applicant to provide appropriate documents in support of the application. Interested candidates may submit information to the Chester Upland School District, 1720 Melrose Avenue, Chester PA 19013 or email to [employment@chesteruplandsd.org](mailto:employment@chesteruplandsd.org)

Position open until filled.