Waco Independent School District
JOB DESCRIPTION

Job Title: Specialist – Police Support Services  Wage/Hour Status: Nonexempt/At-Will

Reports To: Chief of Police  Pay Grade/Days: 204/226

Dept./School: WISD PD  Date Revised: October 2017

Primary Purpose:
Under general supervision, assists the Waco ISD police department with support services for truancy court and other legal and law enforcement related activities, acts in assisting the District’s Police Officers, and performs routine office, secretarial, and clerical tasks for the Police Department.

Qualifications:

Education/Certification:
High school diploma or GED
Preferred Texas Peace Officer License issued by TCLEOSE
Current valid Texas Class “C” Drivers License
Fluent in English and Spanish preferred
Texas Telecommunications License

Special Knowledge/Skills:
Ability to interact, relate, and work well with students and adults from a variety of ethnic and social backgrounds
Possess an understanding of school safety, disciplinary rules and regulations
Ability to record information
Ability to follow verbal and written instructions
Ability to communicate effectively (verbally and written)
Ability to pass required physical, psychiatric, and drug tests
Training in Civil Process (Preferred)
Bonded as required by Texas Education Code §37.081(h)
Ability to use software to develop spreadsheets and databases, and perform word processing
Proficient keyboarding, file maintenance skills and 10-key skills
Experience with data entry and record keeping
Excellent organizational, communication, and interpersonal skills
Problem solving skills
Detail oriented and ability to meet established deadlines

Experience
Two years data entry experience, preferably in school environment.
One Year of Civil Process Preferred
Specialist – Police Department

**Major Responsibilities and Duties:**

1. Assist with inputting law enforcement field data into the police department’s record management system.

2. Assist in maintaining an effective police filing system.

3. Assist in collecting pertinent law enforcement data and organize it into useable forms.

4. Operate a Computer Aided Dispatch System and other computer terminals.

5. Answer, screen, and process incoming emergency and non-emergency calls.

6. Operate radio equipment to dispatch police officers and emergency vehicles.

7. Assist the Waco ISD police department with support services for truancy court and other legal and law enforcement related activities.

8. Report criminal violations to the District Police Department.


10. Respond to and assist in resolving conflicts and confrontations.

11. Assist with calls from the local school principal or his designee regarding crisis situations, accidents, and reports of crime (as needed).

12. Submit oral and written reports to the school administration and District Police Department. Document each day’s activity and submit a copy to the district Police.

13. Refrain from inappropriate contact with students. Personal relationships with students on duty as well as off duty relationships with students are expressly prohibited.

14. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.

15. Operate all equipment including firearms according to established safety procedures.

16. Assist departmental supervision in additional specialized activities to include but not limited to providing assistance in the performance of any other security duties and/or assist police at their request in other related duties. These duties may be performed at headquarters or in any other facility deemed appropriate by police supervision for any period of time.

17. Work on any campus, district facility, or any other location that District events are scheduled.

19. Perform other duties as assigned.

**Equipment used:**
Personal computer, district data management system, printer, typewriter, multi-line phone system, copier, fax machine, district vehicles that are security and/or police equipped, firearms, handcuffs, collapsible baton, OC/CS spray, alarm systems, fire extinguishers, and security equipment is possible.

**Working Conditions - Mental Demands/Physical Demands/Environmental Factors:**
Maintain emotional control under stress. Constant student, district personnel, visitors and other members of the public contact. Repetitive hand motions; prolonged use of computer. Administrative office environment with interruptions, hectic pace, and short deadlines. Sitting, standing, walking, stooping, bending, and reaching. Occasional lifting and moving of moderate to heavy objects. Strenuous walking, standing, and/or climbing.

Mobility to direct traffic (pedestrian or vehicle); specific hearing and visual requirements; ability to control sudden or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously. May be subject to adverse and hazardous working conditions including violent and armed confrontations. Work outdoors in varying climate conditions.

Peace Officers will be required to undergo the entry level physical fitness agility assessment on an annual basis. Peace Officers will be required to qualify with their duty weapon(s) on an annual basis meeting the requirements set forth by the Texas Commission on Law Enforcement Standards and Education.

Day, evening or night hours might be assigned in order to meet the security needs of the District.

**Special Note:** Pursuant to the Federal Bureau of Investigation (FBI) CJIS Security Policy, police dispatchers are required to undergo both a Division of Criminal Justice Services (DCJS) and FBI criminal fingerprint background check.

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it seems advisable.
Specialist – Police Department

I have received a copy of this job description. I have read and understand the foregoing statements described in the primary purpose, major responsibilities, and working conditions for this position as outlined above.

________________________  ______________________
Employee Signature          Date

________________________  ______________________
Printed Name                Employee ID #

Non Discrimination Statement

The Waco Independent School District (District) as an equal opportunity educational provider and employer does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or genetic information in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner.

For information or complaints regarding compliance with the nondiscrimination requirements of Title IX, contact Waco ISD Assistant Superintendent of Human Resources and/or Waco ISD Coordinator of Student Management at 254-755-9410 and/or Waco ISD Director of Athletics at 254-745-2250. For information or complaints regarding compliance with the nondiscrimination requirements of Title VI and Title VII, as amended, contact Waco ISD Assistant Superintendent of Human Resources at 254-755-9410. For information or complaints regarding compliance with the nondiscrimination requirements of Section 504 or the Rehabilitation Act of 1973, as amended, contact Waco ISD Director of Special Education at 254-755-9431 or; P.O. Box 27, Waco, TX, 76703.