DISTRICT SAFETY AND SECURITY COORDINATOR (Superintendent Level)

Position Type: Administrative - Statutory Required Position
Reports To: Board of Directors
FLSA Status: Exempt

POSITION OVERVIEW

The District Safety and Security Coordinator serves as the chief administrator responsible for district-wide oversight of all school safety and security operations in compliance with Pennsylvania Public School Code Section 1309-B. This position holds ultimate accountability for coordinating safety initiatives across all district buildings, reporting to the Board of Directors, and ensuring compliance with all federal and state safety and security requirements.

Legal Authority: 24 P.S. § 1309-B (School Safety and Security Coordinator)

ESSENTIAL DUTIES AND RESPONSIBILITIES

Statutory Requirements (Per PA Public School Code Section 1309-B)

1. **Appointment Authority**
   - **a.** Appoint school administrators to serve as Building Safety and Security Coordinators
   - **b.** When a vacancy occurs, appoint a replacement Building Coordinator within thirty (30) days
   - **c.** Submit the name and contact information for all Building Coordinators to the state's School Safety and Security Committee within thirty (30) days of appointment

   Legal Citation: 24 P.S. § 1309-B(b)

2. **District-Wide Oversight**
   - **a.** Oversee all school police officers, school resource officers, school security guards and safety/security policies and procedures throughout the district
   - **b.** Review the district's policies and procedures relative to school safety and security
   - **c.** Ensure compliance with Federal and State laws regarding school safety and security

   Legal Citations: 24 P.S. § 1309-B(c)(1), (c)(2); Policy 805.2

3. **Coordination and Assessment**
   - **a.** Coordinate school safety and security assessments as necessary
   - **b.** Serve as the district's primary liaison with the PA School Safety and Security Committee, the PA Department of Education, law enforcement agencies, and other organizations on matters of school safety and security
   - **c.** Coordinate biennial tours of district buildings and grounds with law enforcement

agencies and first responders, or when a building is first occupied or reconfigured
Legal Citations: 24 P.S. § 1309-B(c)(3), (c)(4), (c)(5); 24 P.S. § 1305-B (School Safety and Security Assessment); Policy 805

4. **Annual Board Reporting**
   a. Make a comprehensive annual report no later than June 30 each year to the Board of Directors on current safety and security practices
   b. Report shall identify strategies to improve school safety and security
   c. Report shall be presented in executive session
   d. Submit report to the PA School Safety and Security Committee

   Legal Citations: 24 P.S. § 1309-B(c)(6); Policy 805.2; 22 PA Code 10.24

Board-Directed Annual Report Content

The annual report to the Board shall include:

1. **Threat Assessment Information**
   a. Verification of compliance with law and regulations
   b. Number and composition of district threat assessment team(s)
   c. Total number of threats assessed in the past year

   Legal Citations: 24 P.S. § 1302-E (Threat Assessment); Policy 236.1

2. **School Security Personnel Report**
   a. Number and type(s) of school security personnel contracted or employed
   b. Number of armed school security personnel, listed by type
   c. School building assignments for each security personnel, by type
   d. Training completion information for each security personnel, by type
   e. Listing of other individuals utilized for school safety-related duties

   Legal Citation: 24 P.S. § 1309-B(c)(6); Policy 805.2

3. **School Safety and Security Meeting Attendance**
   a. Attendance report of school and building personnel at each meeting
   b. Yearly attendance totals

   Legal Citation: Policy 805.2

4. **Emergency Preparedness and Drill Reports**
   a. Reports of required emergency preparedness, fire, bus evacuation and school security drills

   Legal Citations: 24 P.S. § 1517 (Fire and Emergency Drills); Policy 805

5. **Training Information**
   a. Information on required school safety and security training and resources provided to students and staff

   Legal Citations: 24 P.S. § 1310-B (Mandatory Training); Policy 805

6. **Safe2Say Something Data**
    a. Aggregate data including breakdown of Life Safety and Non-Life Safety reports received

   Legal Citation: 24 P.S. § 1303-D (Safe2Say Something Program)

7. **Behavioral Health and School Climate Information**
    a. Aggregate data from surveys and assessments issued in the district
    b. Information on referrals and services accessed by students and families
    c. Identification of additional resources needed in the district

   Legal Citation: Policy 235.1 (School Climate)

8. **Incident Reports**
    a. School safety and security incident reports for previous year(s) and/or current year data to date

   Legal Citations: 24 P.S. § 1319-B (Annual School Safety Report); Policy 805.1

9. **Law Enforcement Agreements**
    a. Updates regarding district's memorandum of understanding with law enforcement agencies

   Legal Citations: 24 P.S. § 1306.2-B, § 1319-B (MOU Requirements); Policy 805.1

10. **Policy and Legal Updates**
    a. Updates to laws, regulations and/or Board policies related to school safety and security

11. **Facility Tours and Assessments**
    a. Information on tours, inspections and/or School Safety and Security Assessments of school facilities and programs

12. **Grant and Funding Information**
    a. Information on grants or funding applied for and/or received in support of school safety and security efforts

Policy Development and Compliance

1. **Board Policy Oversight**
    a. Review and provide oversight of all Board policies, administrative regulations and procedures related to school safety and security
    b. Ensure compliance with federal and state laws and regulations

   Legal Citations: Policy 805.2; 24 P.S. § 1309-B(c)(2)

2. **Memorandum of Understanding**
    a. Execute and update, on a biennial basis, a memorandum of understanding with each law enforcement agency that has jurisdiction over school property

b. Form an advisory committee composed of relevant school staff to assist in development of MOU

Legal Citations: 24 P.S. § 1306.2-B, § 1319-B; 22 PA Code 10.11; Policy 805.1

Training Coordination

1. **District-Wide Training Programs**
   - **a.** Coordinate training and resources for students and staff related to:
   - **b.** Situational awareness
   - **c.** Trauma-informed approaches
   - **d.** Behavioral health awareness
   - **e.** Suicide and bullying awareness
   - **f.** Substance use awareness
   - **g.** Emergency procedures and training drills
   - **h.** Identification of student behavior that may indicate a threat

   Legal Citations: 24 P.S. § 1310-B (Mandatory Training); Policy 805.2

2. **Staff Safety Training Oversight**
   - **a.** Ensure all school employees annually receive required two (2) hours of training in situational awareness, trauma-informed approaches, behavioral health, suicide/bullying awareness, or substance use awareness
   - **b.** Ensure all school employees annually receive required one (1) hour of training in emergency drills and threat recognition

   Legal Citations: 24 P.S. § 1310-B; Policy 805

3. **Annual Employee Input**
   - **a.** Meet with school employees annually to seek their input on the mandatory school safety and security training

   Legal Citation: 24 P.S. § 1310-B(d)

Threat Assessment Leadership

1. **District Threat Assessment Coordination**
   - **a.** Serve as oversight for the district's threat assessment team(s)
   - **b.** Ensure compliance with threat assessment training and process requirements
   - **c.** Coordinate with Building Coordinators on threat assessment procedures

   Legal Citations: 24 P.S. § 1302-E; Policy 236.1

Grant Management and Reporting

1. **School Safety Grant Administration**
   - **a.** Coordinate School Safety and Security grant requirements
   - **b.** Respond to School Safety and Security surveys
   - **c.** Oversee grant application and compliance processes

   Legal Citations: 24 P.S. § 1305-B (School Safety Grants); Policy 805.2

Building Coordinator Oversight

1. **Coordination with Building-Level Coordinators**
    a. Coordinate school safety and security meetings with Building Coordinators at least quarterly
    b. Provide guidance and oversight to Building Safety and Security Coordinators
    c. Ensure consistent implementation of safety protocols across all buildings
2. **Visitor Management in coordination with elementary principal for the CES**
    a. Ensure building visitor policies and procedures are followed
    b. Monitor building access control systems
    c. Oversee visitor sign-in and badge procedures
    d. Oversee contracted outside agency personnel and independent contractor sign-in and badge procedures
3. **Visitor Management in CHS direct oversight as the entry point is in the district office in coordination with high school principal**
    a. Ensure building visitor policies and procedures are followed
    b. Monitor building access control systems
    c. Oversee visitor sign-in and badge procedures
    d. Oversee contracted outside agency personnel and independent contractor sign-in and badge procedures

Legal Citation: Policy 805.2

REQUIRED TRAINING

Initial Training (Within One Year of Appointment): Complete required training as specified by the PA School Safety and Security Committee for serving in the role of District/School Safety and Security Coordinator. Training must include:

1. Emergency procedures and training drills (fire, natural disaster, active shooter, hostage situation, bomb threats)
2. School safety and security best practices
3. Other topics as specified by the Committee

Legal Citations: 24 P.S. § 1309-B(d); 24 P.S. § 1316-B (Administrative Certification Requirements)

Continuing Education: Complete any additional continuing education as required by the School Safety and Security Committee. Legal Citation: 24 P.S. § 1309-B(d)

Professional Development Credit: Required training shall count toward professional education credit where applicable. Legal Citations: 24 P.S. § 1205.1, § 1205.5 (Professional Development); Policy 805.2*

QUALIFICATIONS

Required

1. Valid Pennsylvania Superintendent's Letter of Eligibility or Superintendent Certification
2. School administrator designation as required by Section 1309-B of the PA Public School Code of 1949

3. Minimum of 5 years of progressively responsible experience in educational administration

Legal Citations: 24 P.S. § 1309-B(a); 22 PA Code Chapter 3 (Superintendent Certification)*

Preferred

1. Doctorate in Educational Leadership, Educational Administration, or related field
2. Advanced certification in emergency management (CEM) or security management or willingness to become NIMS certified
3. Experience with comprehensive school safety planning and crisis management
4. Background in educational law and policy development
5. Prior experience in superintendent or assistant superintendent role
6. Training in threat assessment methodologies
7. Experience coordinating with law enforcement and emergency services with school incidents

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge Requirements

- Comprehensive knowledge of federal and state laws relating to school safety and security
- Understanding of PA Public School Code safety and security provisions
- Knowledge of emergency management principles and incident command systems
- Understanding of educational administration and school operations
- Knowledge of threat assessment and behavioral intervention strategies
- Understanding of trauma-informed practices
- Knowledge of Board governance and policy development processes

Skills and Abilities

- Strong executive leadership and decision-making capabilities
- Ability to develop and implement district-wide strategic initiatives
- Excellence in written and oral communication for diverse audiences
- Ability to present complex information to the Board of Directors
- Proficiency in analyzing data and preparing comprehensive reports
- Ability to manage multiple priorities and complex projects simultaneously
- Strong interpersonal skills for working with diverse stakeholders
- Ability to make critical decisions under pressure during emergencies
- Capacity to build collaborative relationships with law enforcement and community partners
- Skill in budget development and grant management

WORKING CONDITIONS

- Executive-level administrative position
- Standard office environment with district-wide responsibilities
- Regular attendance at Board meetings, including executive sessions
- Frequent travel between district buildings and to regional/state meetings
- Requirement to be available for after-hours emergency response
- Potential exposure to high-stress emergency situations

- Regular interaction with law enforcement, emergency services, state officials, and Board members
- Evening and weekend work as needed for emergency situations

PHYSICAL DEMANDS

- Ability to travel frequently between district facilities
- Capability to conduct site visits and oversee facility assessments
- Ability to respond quickly to emergency situations throughout the district
- Physical ability to attend extended meetings and presentations
- Ability to operate various communication and presentation equipment

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

APPOINTMENT AND REPORTING

1. The Superintendent serves as District Safety and Security Coordinator by virtue of their position as chief school administrator
2. This role is integrated into the Superintendent's responsibilities
3. Reports directly to the Board of Directors
4. Must notify Board regarding appointment of Building Safety and Security Coordinators Legal Citations: 24 P.S. § 1309-B; Policy 805.2

EVALUATION

Performance in this role is evaluated as part of the Superintendent's overall performance evaluation by the Board of Directors.

Equal Opportunity Employer: The Canton Area School District is committed to providing equal employment opportunities and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other legally protected status.

BUILDING SAFETY AND SECURITY COORDINATOR (Building Principal Level)

Position Type: Administrative - Building-Level Coordinator
Reports To: Superintendent (District Safety and Security Coordinator)
FLSA Status: Exempt
Supplemental Position: Co-curricular salary per CAEA contract ?

POSITION OVERVIEW

The Building Safety and Security Coordinator serves as the designated building administrator responsible for implementing and overseeing all aspects of school safety and security operations within their assigned building in compliance with Pennsylvania Public School Code Section 1309-B. This supplemental position, held by the Building Principal, requires direct implementation of district safety policies, oversight of building-level security operations, coordination with law enforcement, and comprehensive management of building-specific safety procedures.

Legal Authority: 24 P.S. § 1309-B (School Safety and Security Coordinator); Policy 805.2

ESSENTIAL DUTIES AND RESPONSIBILITIES

Building-Level Statutory Implementation

1. **Building Safety Operations Management**
    a. Oversee all school police officers, School Resource Officers (SROs), and school security guards assigned to the building
    b. Review and implement Board policies, administrative regulations and procedures related to school safety and security at the building level
    c. Ensure building compliance with federal and state laws and regulations regarding school safety and security

    Legal Citations: 24 P.S. § 1309-B(c)(1), (c)(2); Policy 805.2

2. **Building-Level Reporting**
    a. Report safety and security information to the District Safety and Security Coordinator
    b. Participate in quarterly district safety and security meetings
    c. Provide building-specific data for annual Board report

    Legal Citations: 24 P.S. § 1309-B(c)(6); Policy 805.2

3. **Law Enforcement Coordination**
    a. Serve as building liaison with law enforcement agencies
    b. Coordinate building tours with law enforcement and first responders biennially or when building is first occupied or reconfigured
    c. Participate in and sign the Memorandum of Understanding with law enforcement

agencies

Legal Citations: 24 P.S. § 1309-B(c)(5); 24 P.S. § 1306.2-B, § 1319-B; Policy 805.1

Emergency Operations Planning

1. **Building Emergency Plans**
    a. Review and update building emergency operations plans no less than twice per year, including:
        i. Building-specific Emergency Operations Plan
        ii. Crisis Response Procedures
        iii. Lockdown Policy and Procedures
        iv. Fire Drill Policy and Procedures
        v. Evacuation Plans for the building
        vi. Emergency Operations Checklist for building
        vii. Emergency Operations Floor Plans
            1. Updated in conjunction with Technology Team Leader for new school year and when classroom assignments change
        viii. Rally/Reunification Standard Operating Procedures for building
    b. Review and update classroom safety and security flipchart plans once per year or as plans change.

Legal Citations: 24 P.S. § 1517; 22 PA Code 10.24; Policy 805

2. **Building Safety Documentation**
    a. Maintain current building floor plans and emergency information
    b. Ensure building-specific emergency information is readily available to first responders
    c. Update building contact lists and rosters regularly

Legal Citation: 22 PA Code 10.24(d)

Training and Communication (Building Level)

1. **Building Staff Training**
    a. Coordinate building-level implementation of all Active Shooter/School Safety training
    b. Work in conjunction with District Coordinator and School Resource Officer for Active Shooter training
    c. Ensure all building staff receive required safety and security training
    d. Ensure building staff complete Act 55 of 2022 training requirements:
        i. Two (2) hours annually in situational awareness, trauma-informed approaches, behavioral health, suicide/bullying awareness, or substance use awareness
        ii. One (1) hour annually in emergency drills and threat recognition

Legal Citations: 24 P.S. § 1310-B; Policy 805.2; Policy 805*

2. **Building Safety Communication**
    a. Interact with all building staff and faculty for safety situational awareness
    b. Communicate safety procedures to students, staff, and parents/guardians
    c. Coordinate building-level safety information distribution

    Legal Citation: Policy 805.2

3. **Annual Staff Input Meeting**
    a. Participate in annual meetings with school employees to seek input on mandatory school safety and security training

    Legal Citation: 24 P.S. § 1310-B(d)*

Drills and Emergency Exercises

1. **Fire Drills**
    a. Plan, coordinate and supervise all fire drills
    b. Conduct fire drills at least once a month during the school year
    c. Document and report all fire drills

    Legal Citations: 24 P.S. § 1517; Policy 805

2. **School Security Drills**
    a. Plan, coordinate and supervise school security drills (lockdown, evacuation, etc.)
    b. Conduct at least one school security drill within ninety (90) days of the beginning of each school year
    c. Conduct security drills while school is in session with students present
    d. Notify and request assistance from local law enforcement and emergency management agency prior to drills
    e. Notify parents/guardians in advance of scheduled security drills
    f. Document and report all security drills

    Legal Citations: 24 P.S. § 1517; Policy 805

3. **Active Shooter Drills**
    a. Participate in planning and supervision of active shooter drills
    b. Coordinate with District Coordinator and SRO for full-scale active shooter drills with shooting scenarios (minimum two per year)

    Legal Citation: Policy 805.2

4. **Bus Evacuation Drills**
    a. Coordinate bus evacuation and safety drills twice per year

    Legal Citations: 24 P.S. § 1517; 75 Pa. C.S.A. § 4552; Policy 805

5. **Natural Disaster and Other Emergency Drills**
    a. Plan and coordinate natural disaster drills with county drills. The county drills take place in the Fall and Spring annually.
    b. Coordinate other emergency drills as required (hostage situation, bomb threat,

etc.)
Legal Citations: 24 P.S. § 1517; Policy 805

6. **Drill Certification**
    a. Certify to District Coordinator that emergency evacuation drills and school security drills have been conducted as prescribed by law
    b. Drill certification paperwork is signed by building safety security coordinator, district coordinator, and filed by the secretary to the superintendent.
    c. The drill certification for the Safe Schools Report to PDE is reported annually by the business office and certified by the superintendent.

Legal Citation: 24 P.S. § 1517

Law Enforcement and Emergency Services Coordination

1. **School Resource Officer Coordination**
    a. Work collaboratively with School Resource Officer (SRO) assigned to building
    b. Serve as SRO's primary school contact
    c. Coordinate SRO involvement in training and drills

Legal Citations: 24 P.S. § 1313-C (School Resource Officers); Policy 805.2

2. **Law Enforcement Updates**
    a. Receive and relay law enforcement updates relevant to building operations
    b. Coordinate with law enforcement on building-specific safety matters
    c. Report required incidents to law enforcement immediately

Legal Citations: 24 P.S. § 1319-B; Policy 805.1

3. **Emergency Services Interaction**
    a. Interact with county Emergency Operations Center for school safety matters affecting the building
    b. Coordinate with first responders on building-specific emergency procedures

Legal Citation: 35 Pa. C.S.A. § 7701 (Emergency Management)

4. **Safe Schools Committee Participation**
    a. Participate in annual Safe Schools Committee meetings when required

Legal Citation: Policy 805.2

Threat Assessment

1. **Building Threat Assessment Team**
    a. Serve as member of building-level threat assessment team
    b. Participate in required threat assessment training
    c. Implement threat assessment procedures for building
    d. Coordinate with District Coordinator when potential threats are identified
    e. Maintain confidentiality of threat assessment information

Legal Citations: 24 P.S. § 1302-E (Threat Assessment); Policy 236.1

2. Incident Investigation
    a. Investigate security concerns and potential threats to building safety
    b. Report threats to District Coordinator
    c. Coordinate with law enforcement on investigations as appropriate

    Legal Citation: Policy 805.2

Supervision of Safety and Security Coordinator Assistants

1. **Assistant Coordination**
    a. Supervise and direct Safety and Security Coordinator Assistants assigned to building
    b. Assign and review physical security inspection duties
    c. Ensure completion of required safety checks and documentation
    d. Provide guidance on safety procedures and protocols

    Legal Citation: Policy 805.2

2. **Documentation Review**
    a. Review documentation from Coordinator Assistants regarding:
        i. Night lock inspections
        ii. Fire extinguisher checks
        iii. Classroom inspections
        iv. Exterior door checks
        v. Go Bucket inspections
        vi. Other assigned safety inspections

    Legal Citation: Policy 805.2

Incident Response and Documentation

1. **Emergency Response**
    a. Serve as building incident commander or key support during emergency situations
    b. Make critical decisions during building emergencies
    c. Coordinate building emergency response activities
    d. Communicate with District Coordinator during emergencies

    Legal Citations: 35 Pa. C.S.A. § 7701; Policy 805

2. **Incident Documentation**
    a. Maintain comprehensive documentation of all building safety incidents
    b. Document all drills and training conducted in building
    c. Maintain records of safety assessments and inspections

    Legal Citation: 24 P.S. § 1319-B; Policy 805.1

3. **Mandatory Incident Reporting**
    a. Immediately report required incidents to law enforcement, including:
        i. Weapons offenses (18 Pa. C.S. § 908, 912)
        ii. Criminal homicide
        iii. Aggravated assault, stalking, kidnapping, unlawful restraint
        iv. Sexual offenses (rape, sexual assault, etc.)
        v. Arson and related offenses
        vi. Institutional vandalism (felony level)
        vii. Burglary, criminal trespass
        viii. Riot
        ix. Firearm possession by minor
        x. Controlled substance violations
        xi. Conspiracy or attempt to commit above offenses
        xii. Offenses requiring registration under 42 Pa. C.S. § 9795.1

    Legal Citations: 24 P.S. § 1319-B; 22 PA Code 10.2; Policy 805.1

4. **Safe2Say Something Response**
    a. Receive and respond to Safe2Say Something reports affecting the building
    b. Assess and triage reports according to district procedures
    c. Document actions taken in response to reports

    Legal Citation: 24 P.S. § 1303-D; Policy 805.1

Building Security Operations

1. **Physical Security Oversight**
    a. Oversee regular physical security inspections of building
    b. Ensure Coordinator Assistants complete assigned security checks
    c. Address security deficiencies identified through inspections

    Legal Citation: Policy 805.2

2. **Visitor Management**
    a. Ensure building visitor policies and procedures are followed
    b. Monitor building access control systems
    c. Oversee visitor sign-in and badge procedures
    d. Oversee contracted outside agency personnel and independent contractor sign-in and badge procedures
    e. CES in coordination with District Coordinator
    f. CHS direct oversight by District Coordinator as the entry point is in the district office and in coordination with Building Coordinator

    Legal Citation: Policy 907 (Visitors)

3. **Building Access Control**
    a. Monitor and ensure proper functioning of building entry controls
    b. Coordinate with District Coordinator on building security improvements

c. Report security system malfunctions or failures

Legal Citation: Policy 805.2

Additional Responsibilities

1. **Consultation on Threats**
   a. Be consulted when potential threats are identified affecting the building
   b. Participate in threat response planning

   Legal Citation: 24 P.S. § 1302-E; Policy 236.1

2. **Building Data Collection**
   a. Collect and report building-specific safety data for District Coordinator's annual report
   b. Maintain records of all building drills, training, and incidents

   Legal Citation: Policy 805.2

3. **Community Engagement**
   a. Communicate with parents/guardians regarding building safety procedures
   b. Participate in community safety awareness initiatives

   Legal Citation: Policy 805

REQUIRED TRAINING

Initial Training (Within One Year of Appointment)

May complete seven-hour School Safety and Security Coordinator training prior to or within one year of appointment as required by Act 55 of 2022. Training must include:

1. Emergency procedures and training drills (fire, natural disaster, active shooter, hostage situation, bomb threats)
2. Identification of student behavior that may indicate threats
3. School safety and security best practices

Legal Citations: 24 P.S. § 1309-B(d); Policy 805.2

Continuing Education

1. Complete any additional continuing education as required by the School Safety and Security Committee
2. Participate in job-related professional development
3. Attend state and regional school safety conferences and training opportunities as available

Legal Citations: 24 P.S. § 1309-B(d); Policy 805.2

Professional Development Credit

Required training shall count toward professional education credit where applicable.

Legal Citations: 24 P.S. § 1205.1, § 1205.5; Policy 805.2

QUALIFICATIONS

Required

1. Valid Pennsylvania Principal Certification (Elementary Principal, Secondary Principal, or PreK-12 Principal)
2. School administrator designation as required by Section 1309-B of the PA Public School Code
3. Current appointment as Building Principal in Canton Area School District
4. Minimum of 3 years of administrative experience preferred

Legal Citations: 24 P.S. § 1309-B(a); 22 PA Code Chapter 3 (Principal Certification)*

Preferred

1. Master's degree in Educational Administration, Public Safety, or related field
2. Experience in emergency planning and crisis management
3. Advanced certification in emergency management or security management or willingness to attend trainings to earn NIMS certification within three years after appointment
4. Law enforcement, military, or public safety background
5. Experience with threat assessment methodologies
6. Training in crisis intervention and de-escalation techniques

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge Requirements

- Comprehensive knowledge of federal and state laws relating to school safety and security
- Understanding of emergency management principles and incident command systems
- Knowledge of building operations and facility management
- Understanding of trauma-informed practices and behavioral threat assessment
- Knowledge of student discipline and behavior management
- Understanding of special education requirements related to behavior support
- Knowledge of age-appropriate emergency response procedures

Legal Citations: 22 PA Code 10.23 (Behavior Support); Policy 113.2

Skills and Abilities

- Strong building-level leadership and personnel management capabilities
- Excellent communication and interpersonal skills for diverse stakeholders
- Ability to make critical decisions under pressure during emergencies
- Proficiency in security technology systems and emergency communication equipment
- Ability to maintain confidentiality and handle sensitive information appropriately
- Ability to coordinate multiple safety initiatives simultaneously
- Strong organizational and documentation skills
- Ability to train and supervise staff on safety procedures
- Capability to build collaborative relationships with law enforcement and first responders

WORKING CONDITIONS

- Supplemental position with duties in addition to primary building principal role

- Building-based position with occasional district-wide meetings
- Standard school environment with regular movement throughout building
- Requirement to be available for after-hours emergency response
- Potential exposure to high-stress emergency situations
- Regular interaction with law enforcement, emergency services, students, staff, and parents/guardians
- Evening and weekend work as needed for emergencies or school events

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.

- Ability to move quickly throughout building during emergencies
- Capability to conduct regular facility tours and security assessments
- Physical ability to respond to emergency situations
- Ability to operate various communication and security equipment
- Persons performing service in this position may exert 20 to 40 pounds of force frequently to lift, carry, push, pull, or otherwise move objects
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, and manual dexterity to operate equipment are important aspects of this job

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

APPOINTMENT REQUIREMENTS

1. The Superintendent (District Safety and Security Coordinator) appoints Building Principals to serve as Building Safety and Security Coordinators
2. When a vacancy occurs, the Superintendent shall appoint a new Building Coordinator within 30 days
3. The Superintendent shall submit Building Coordinator name and contact information to PCCD's School Safety and Security Committee within 30 days of appointment
   Legal Citations: 24 P.S. § 1309-B(b); Policy 805.2*

COMPENSATION

Supplemental compensation commensurate with responsibilities and district salary schedule for supplemental positions per CAEA contract.

EVALUATION

Performance in this supplemental role is evaluated as part of the Principal's overall performance evaluation, with specific attention to building safety and security outcomes.

Equal Opportunity Employer

The Canton Area School District is committed to providing equal employment opportunities and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other legally protected status.

SAFETY AND SECURITY COORDINATOR ASSISTANT (Teacher Level)

Position Type: Supplemental/Stipend Position
Reports To: Building Safety and Security Coordinator (Building Principal)
FLSA Status: Exempt
Supplemental Position: Stipend per district salary schedule

POSITION OVERVIEW

The Safety and Security Coordinator Assistant serves as a supplemental support position to assist the Building Safety and Security Coordinator in implementing and maintaining day-to-day school safety and security operations within the building. This position, held by a building teacher, requires conducting regular physical security inspections, supporting emergency drills, maintaining safety equipment and documentation, and assisting with building-level safety initiatives.

Legal Authority: Policy 805.2 (School Security Personnel); 24 P.S. § 1309-B (School Safety and Security)

ESSENTIAL DUTIES AND RESPONSIBILITIES

Physical Security Inspections

1. **Night Lock Inspections (Twice Monthly)**
    a. Conduct systematic inspections of all classroom and interior door night locks
    b. Test functionality of locking mechanisms
    c. Document any locks that are broken, missing, or not functioning properly
    d. Report deficiencies to Building Safety and Security Coordinator immediately
    e. Maintain inspection log with dates, locations, and findings

    Legal Citations: Policy 805.2; 24 P.S. § 1309-B (general safety oversight)

2. **Fire Extinguisher Checks (Twice Monthly)**
    a. Inspect all fire extinguishers throughout the building
    b. Verify fire extinguishers are:
    c. In assigned locations
    d. Accessible and unobstructed
    e. Showing proper pressure gauge readings (in the green zone)
    f. Free from physical damage or tampering
    g. Current on inspection tags
    h. Document inspection results
    i. Report missing, damaged, or expired extinguishers to Building Coordinator

    Legal Citations: 24 P.S. § 1517 (fire safety); Policy 805

3. **Classroom Safety Inspections (Twice Monthly)**

a. Conduct systematic classroom safety walkthroughs
    i. Check for:
        1. Proper emergency exit signage visibility
        2. Clear egress pathways
        3. Functional classroom door locks
        4. Posted emergency procedures
        5. Window covering functionality (if applicable for lockdown)
        6. Hazardous materials stored properly
        7. Document findings and report concerns to Building Coordinator

Legal Citations: Policy 805.2; 24 P.S. § 1517

4. **Exterior Door Inspections (Twice Weekly During and After School Hours)**
    a. Inspect all exterior building doors
    b. Verify exterior doors are:
        i. Locked and secure when required
        ii. Free from propped-open violations
        iii. Functioning properly (opening and closing correctly)
        iv. Free from damage or forced entry signs
    c. Check exterior door hardware and panic bars
    d. Test exterior door locks during school hours to ensure proper function
    e. After-hours checks to ensure building is properly secured
    f. Immediately report any security breaches or propped doors

Legal Citations: Policy 805.2; 24 P.S. § 1309-B

5. **Mission Essential Vulnerable Areas (MEVA) Inspections**
    a. Conduct regular inspections of MEVAs including:
        i. Boiler rooms
        ii. HVAC mechanical areas
        iii. Electrical rooms
        iv. Stairwells
        v. Server rooms
        vi. Other critical building infrastructure areas
    b. Ensure MEVAs are locked and access-controlled
    c. Check for unauthorized access or tampering
    d. Report any concerns immediately

Legal Citation: Policy 805.2

6. **School Property Inspections**
    a. Inspect school property including:
        i. Concession stands
        ii. Storage facilities
        iii. District vehicles on site
        iv. Portable classrooms (if applicable)
        v. Athletic facilities and equipment storage

b. Report damage, security concerns, or maintenance needs

Legal Citation: Policy 805.2

7. **Emergency Signage and Lettering**
   - **a.** Verify enhanced lettering for law enforcement response is visible and intact
   - **b.** Check building identification numbers and emergency signage
   - **c.** Report faded, missing, or damaged emergency signage

   Legal Citation: 22 PA Code 10.24(d) (emergency response information)*

8. **Emergency "Go Buckets" Inspection (Twice Monthly)**
   - a. Inspect all classroom and designated area "Go Buckets"
   - b. Verify buckets contain:
     - i. Current student rosters
     - ii. First aid supplies (check expiration dates)
     - iii. Emergency contact information
     - iv. Communication tools (whistles, etc.)
     - v. Other required emergency supplies
   - c. Replace expired or missing items
   - d. Document inspection results
   - e. Report missing or inadequate Go Buckets

   Legal Citation: Policy 805 (emergency preparedness)

Emergency Drill Support

1. **Fire Drill Assistance**
   - **a.** Assist Building Coordinator with fire drill planning and logistics
   - **b.** Help document fire drill times, evacuation routes, and any issues
   - **c.** Monitor student and staff evacuation during drills
   - **d.** Record drill completion information
   - **e.** Note any problems or delays during evacuation

   Legal Citations: 24 P.S. § 1517; Policy 805

2. **Security Drill Documentation**
   - **a.** Assist with lockdown and other security drill logistics
   - **b.** Document drill procedures and response times
   - **c.** Help identify areas for improvement
   - **d.** Support staff and students during practice drills

   Legal Citations: 24 P.S. § 1517; Policy 805

3. **Bus Evacuation Drill Support**
   - **a.** Assist with coordination of bus evacuation drills (twice per year)
   - **b.** Help document drill completion and student response

   Legal Citations: 24 P.S. § 1517; 75 Pa. C.S.A. § 4552

Building Safety Walkthroughs

1. **Regular Building Walkthroughs**
    a. Conduct systematic building safety walkthroughs
    b. Identify safety hazards or concerns
    c. Check for:
        i. Tripping hazards in hallways
        ii. Obstructed fire exits
        iii. Broken fixtures or equipment
        iv. Lighting issues (burned out emergency lights)
        v. Water leaks or spills
        vi. Suspicious items or packages
    d. Report findings to Building Coordinator

Legal Citation: Policy 805.2

2. **After-Hours Building Checks**
    a. When assigned, conduct building security checks after school hours
    b. Verify building is properly secured
    c. Check that all security systems are functioning
    d. Report any anomalies immediately

Legal Citation: Policy 805.2

Training and Communication Support

1. **Training Assistance**
    a. Assist Building Coordinator with logistics for safety training sessions
    b. Help set up training rooms and equipment
    c. Distribute training materials to staff
    d. Support drill training activities

    Legal Citation: 24 P.S. § 1310-B (mandatory training support)

2. **Safety Communication**
    a. Help distribute safety information to staff
    b. Assist with posting emergency procedures
    c. Support building-wide safety communications

    Legal Citation: Policy 805

3. **New Staff Orientation Support**
    a. Assist with safety orientation for new building staff
        i. Summer orientation day as well as in-service professional development
    b. Help familiarize new staff with:
        i. Building emergency exits
        ii. Lockdown procedures
        iii. Location of safety equipment

iv. Emergency communication methods

Legal Citation: 24 P.S. § 1310-B

Documentation and Reporting

1. **Inspection Documentation**
   a. Maintain accurate logs of all assigned inspections
   b. Use standardized forms or checklists provided
   c. Submit completed documentation to Building Coordinator on schedule
   d. Keep organized records of safety checks

   Legal Citation: Policy 805.2

2. **Incident Reporting**
   a. Immediately report safety or security concerns to Building Coordinator
   b. Document observations related to potential threats or safety issues
   c. Maintain confidentiality of sensitive safety information

   Legal Citations: 24 P.S. § 1302-E (threat assessment); Policy 236.1

3. **Equipment Maintenance Tracking**
   a. Track repair and replacement needs for safety equipment
   b. Maintain inventory of emergency supplies in assigned areas
   c. Alert Building Coordinator when supplies need replenishment

   Legal Citation: Policy 805.2

Emergency Response Support

1. **Emergency Assistance**
   a. Provide support during actual emergency situations as directed by Building Coordinator
   b. Assist with student accountability during evacuations
   c. Help with emergency communication if needed
   d. Follow incident command structure during emergencies

   Legal Citation: 35 Pa. C.S.A. § 7701 (emergency management); Policy 805

2. **Crisis Response Support**
   a. Be available to assist during crisis situations
   b. Follow building crisis response procedures
   c. Maintain calm and professional demeanor during emergencies

   Legal Citation: Policy 805

Additional Responsibilities

1. **Safety Committee Participation**
   a. Participate in building safety committee meetings if requested

   b. Provide input on building-level safety improvements
   c. Share observations from inspections and walkthroughs

Legal Citation: Policy 805.2

2. **Continuous Improvement**
   a. Identify and suggest improvements to building safety procedures
   b. Report patterns or recurring safety issues
   c. Participate in after-action reviews following drills or incidents

Legal Citation: Policy 805

3. **Special Assignments**
   a. Complete other safety-related duties as assigned by Building Coordinator
   b. Assist with special safety projects or assessments
   c. Support safety-related events or activities

Legal Citation: Policy 805.2

REQUIRED TRAINING

Initial Training

1. Orientation to Safety and Security Coordinator Assistant responsibilities and procedures
2. Training on inspection protocols and documentation procedures
3. Review of building emergency procedures
4. Overview of reporting requirements and chain of command
5. Confidentiality requirements

Legal Citation: Policy 805.2

Ongoing Training

1. Participate in all required staff safety and security training:
2. Two (2) hours annually in situational awareness, trauma-informed approaches, behavioral health, suicide/bullying awareness, or substance use awareness
3. One (1) hour annually in emergency drills and threat recognition
4. Attend supplemental training sessions provided by District or Building Coordinator
5. Participate in building safety drills and exercises
6. Within the first three years of this position, yearly progress towards NIMS certification

Legal Citations: 24 P.S. § 1310-B; Policy 805

Professional Development

1. May participate in additional safety and security training opportunities as available
2. Training in this role may count toward professional development requirements
3. Completion of NIMS training by the end of year III.

Legal Citations: 24 P.S. § 1205.2 (professional education); Policy 333

QUALIFICATIONS

Required
- Current employment as a teacher in Canton Area School District
- Valid Pennsylvania teaching certification in any area
- Good standing with district (no current disciplinary actions)
- Demonstrated reliability and attention to detail
- Ability to work independently with minimal supervision

Legal Citations: 24 P.S. § 1201 et seq. (teacher certification); Policy 304

Preferred
- Prior experience in safety, security, or facility management
- Strong organizational skills
- Familiarity with building operations
- Good communication skills
- Physical ability to conduct regular building inspections
- Flexibility with schedule to accommodate inspection requirements
- Prior military, law enforcement, or emergency services experience
- First aid/CPR certification or willing to obtain and maintain this within one year of appointment

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge Requirements
- Understanding of basic building safety and security principles
- Knowledge of emergency procedures and evacuation protocols
- Familiarity with fire safety equipment and procedures
- Understanding of confidentiality requirements
- Basic knowledge of facility operations

Legal Citations: 24 P.S. § 1517 (fire and emergency drills); Policy 805*

Skills and Abilities
- Ability to conduct thorough and systematic inspections
- Strong attention to detail and observational skills
- Ability to identify safety hazards and security concerns
- Good written and oral communication skills
- Ability to maintain accurate records and documentation
- Proficiency with basic technology for documentation (computer, tablet, or phone)
- Ability to follow established procedures and protocols
- Capability to work independently and manage time effectively
- Ability to maintain confidentiality of sensitive information
- Physical ability to walk throughout building and access all areas for inspection
- Ability to climb stairs and access different building levels
- Willingness to work occasional extended hours for after-school inspections

WORKING CONDITIONS

- Supplemental position with duties in addition to primary teaching role
- Inspections conducted before school, during planning periods, after school, or as scheduled
- Regular movement throughout building for inspections and walkthroughs
- Some duties may require before or after school hours (typically twice weekly for exterior door checks)
- Indoor work primarily, with some outdoor inspections of building exterior and grounds
- Occasional evening or weekend work for special events or emergencies
- Potential exposure to emergency situations

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.

- Ability to walk throughout entire building multiple times per week
- Capability to climb stairs repeatedly
- Ability to bend, kneel, and reach to inspect low and high equipment
- Capacity to lift up to 25 pounds (e.g., Go Buckets, emergency supplies)
- Ability to access all building areas including basements, rooftops (via access doors), and attics if necessary
- Visual acuity to inspect locks, signage, and equipment for defects
- Physical stamina to conduct regular building walkthroughs
- Manual dexterity to test locks and safety equipment
- Ability to respond to emergency situations as needed

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

APPOINTMENT AND TERM

- Teachers are appointed to this supplemental position by the Building Principal (Building Safety and Security Coordinator) with approval of the School Board
- Position is typically for one school year, renewable annually
- May be reassigned or relieved of duties at the discretion of the Building Coordinator or Superintendent
- Voluntary position requiring letter of interest or application

Legal Citation: Policy 805.2

COMPENSATION

Supplemental stipend commensurate with responsibilities and district salary schedule for supplemental positions. Amount to be determined based on scope of assignment and building size.

EVALUATION

Performance in this supplemental role is evaluated by the Building Safety and Security Coordinator based on:
- Completion and timeliness of assigned inspections
- Quality and accuracy of documentation
- Responsiveness to identified safety concerns
- Reliability and dependability
- Professional conduct and confidentiality
- Contributions to overall building safety

SUPERVISION RECEIVED

This position works under the direct supervision of the Building Safety and Security Coordinator (Building Principal), who:
- Assigns specific inspection schedules and duties
- Reviews all inspection documentation
- Provides guidance on procedures and protocols
- Addresses questions and concerns
- Evaluates performance in the role

Equal Opportunity Employer: The Canton Area School District is committed to providing equal employment opportunities and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other legally protected status.

Document Control

Created: January 2026
Based on: CASD Policy 805.2; PA Public School Code Section 1309-B
Reviewed by: Administration Meeting 01/27/2026; School Board 01/23/2026
Board Approval: February 12, 2026

EMPLOYEE ACKNOWLEDGMENT

I acknowledge that I have received, read, and understand this job description. I understand that this document describes the general nature and level of work being performed and is not intended to be a complete list of all responsibilities, duties, and skills required. I understand this is a supplemental position in addition to my primary teaching responsibilities.

Employee Signature:_____ **Date:** _____

Print Name:_____

Building Assignment:_____

Supervisor Signature:_____ **Date:**_____
(Building Safety and Security Coordinator)

Print Name:_____

SCHOOL RESOURCE OFFICER (SRO)

Position Type: Law Enforcement - School-Based Assignment Contracted Position
Reports To: Law Enforcement Agency Chain of Command (Primary); Building Principal (School Coordination)
FLSA Status: As determined by employing law enforcement agency
Assignment Location: Canton Area School District Buildings and Grounds

POSITION OVERVIEW

The School Resource Officer (SRO) serves as a sworn law enforcement officer assigned to Canton Area School District to enhance school safety, provide law enforcement services, and foster positive relationships between law enforcement and the school community. The SRO maintains full law enforcement authority while working collaboratively with school administrators to create a safe learning environment. The SRO remains fully responsive to the chain of command of the employing law enforcement agency in all matters relating to employment and supervision while coordinating activities through school principals.

Legal Authority: Memorandum of Understanding between Canton Area School District and Canton Borough Police Department; 24 P.S. § 1313-C (School Resource Officers); Policy 805.2

DUAL REPORTING STRUCTURE

Primary Reporting: Law Enforcement Agency Chain of Command	**Coordination and Collaboration: Building Principal**
- All employment matters - Supervision and evaluation - Law enforcement operations and procedures - Investigation protocols - Use of force decisions - Arrest and prosecution decisions	- Daily school activities and schedules - School safety initiatives - Student interaction and programming - School-specific procedures and policies - Communication regarding school events - Educational programming coordination

Legal Citation: Memorandum of Understanding Section; Policy 805.2

GOALS AND OBJECTIVES OF SRO PARTNERSHIP

Program Goals

1. Create and maintain a close working relationship with building principals and administrators
2. Enhance the safety and security of everyone in the school and district through the SRO's presence in buildings and on school grounds
3. Provide a collaborative relationship between the SRO, law enforcement agency, and district students and staff

4. Reduce the incidence of criminal behavior in the school
5. Reduce number of suspensions related to criminal behavior
6. Promote a positive image of law enforcement within the school community
7. Build positive relationships with students, staff, and community
   Legal Citation:** MOU Goals and Objectives; 24 P.S. § 1313-C

ESSENTIAL DUTIES AND RESPONSIBILITIES

Law Enforcement Functions

1. **Investigation of Criminal Incidents**
   - **a.** Investigate all incidents reported to have occurred on school property, at any school-sponsored activity, or on any public conveyance providing transportation to or from a school-sponsored activity
   - **b.** Conduct investigations with as little disruption to the school environment as is practicable
   - **c.** Identify those responsible for commission of reported incidents
   - **d.** Where appropriate, apprehend and prosecute individuals responsible for criminal conduct
   - **e.** Act as liaison resource to the principal in investigating criminal law violations
   - **f.** Investigate all criminal activity committed on or adjacent to school property

   Legal Citations:** MOU Section II.A.1-2; 18 Pa. C.S. § 912 (Possession of weapon on school property)

2. **Crime Prevention and Deterrence**
   - **a.** Prevent juvenile delinquency through close contact with students and school personnel
   - **b.** Assist school entities in prevention of acts of violence
   - **c.** Assist in prevention of weapons possession
   - **d.** Assist in prevention of possession, use or sale of controlled substances and drug paraphernalia
   - **e.** Assist in prevention of purchase, consumption, possession or transportation of alcohol by minors
   - **f.** Assist in prevention of gang-related activities
   - **g.** Assist in prevention of ethnic intimidation, harassment and stalking

   Legal Citations: MOU Section I.A.3; 18 Pa. C.S. § 2710 (Ethnic Intimidation); 18 Pa. C.S. § 2709 (Harassment and Stalking)

3. **Law Enforcement Response to Mandatory Reporting Incidents** Respond immediately to reports of the following incidents occurring on school property, at school-sponsored activities, or on school transportation:
   - **a.** Possession of Weapons (18 Pa. C.S. § 912)
     - **i.** Any knife, cutting instrument, nunchaku, firearm, shotgun, rifle, metal knuckles, billy club, blackjack, grenade, incendiary device
     - **ii.** Any tool, instrument or implement capable of inflicting serious bodily injury where intent to use as weapon is present

b. Acts of Violence, including:
   i. Criminal homicide (18 Pa. C.S. § 2501)
   ii. Simple assault (18 Pa. C.S. § 2701) - when would reasonably result in expulsion or victim requires outside medical assistance
   iii. Aggravated assault (18 Pa. C.S. § 2702)
   iv. Terroristic threats (18 Pa. C.S. § 2706)
   v. Rape (18 Pa. C.S. § 3121)
   vi. Statutory sexual assault (18 Pa. C.S. § 3122.1)
   vii. Involuntary deviate sexual intercourse (18 Pa. C.S. § 3123)
   viii. Sexual assault (18 Pa. C.S. § 3124.1)
   ix. Aggravated indecent assault (18 Pa. C.S. § 3125)
   x. Indecent assault (18 Pa. C.S. § 3126)
   xi. Arson and related offenses (18 Pa. C.S. § 3301)
   xii. Robbery (18 Pa. C.S. § 3701)
   xiii. Robbery of motor vehicle (18 Pa. C.S. § 3702)
c. Possession, Use or Sale of Controlled Substances or Drug Paraphernalia
   i. Controlled substances as defined in The Controlled Substance, Drug, Device, and Cosmetic Act
   ii. Including inhalants, marijuana, cocaine, crack, heroin, LSD, PCP, amphetamines, steroids, look-a-likes, designer drugs
   iii. Drug paraphernalia including hypodermic needles, syringes, wrapping papers
d. Alcohol-Related Offenses
   i. Purchase, consumption, possession or transportation of liquor or malt or brewed beverages by minor under age 21
   ii. Presence of minor under age 21 under the influence of alcohol
e. Gang-Related Activity
f. Ethnic Intimidation (18 Pa. C.S. § 2710)
g. Harassment and Stalking (18 Pa. C.S. § 2709)

Legal Citations: MOU Section II.A; Various sections of 18 Pa. C.S. (Pennsylvania Crimes Code); The Controlled Substance, Drug, Device, and Cosmetic Act

4. **Initial Response Procedures**
   a. For incidents in progress:
      i. Meet with school contact person and locate scene of incident
      ii. Stabilize incident
      iii. Provide or arrange for emergency medical treatment if necessary
      iv. Control the scene of the incident
      v. Secure any physical evidence at the scene
      vi. Identify involved persons and witnesses
      vii. Conduct investigation
      viii. Exchange information with school officials
      ix. Confer with school officials to determine extent of law enforcement involvement required

b. For incidents not in progress:
    i. Meet with school contact person
    ii. Recover any physical evidence
    iii. Conduct investigation
    iv. Exchange information with school officials
    v. Confer to determine extent of involvement required
c. For incidents involving delayed reporting:
    i. Proceed directly with investigation when initially reported to law enforcement
    ii. Immediately notify school entity of incident with all pertinent information
    iii. Use most expeditious means possible for notification

Legal Citation: MOU Section III.A

5. **Law Enforcement Authority and Actions**
    a. Enforce Federal, State and Local criminal laws and ordinances
    b. Protect lives and property of citizens and public school students
    c. Take law enforcement action as necessary
    d. Notify principal of school as soon as possible after taking action
    e. Advise principal before requesting additional enforcement assistance on campus whenever practicable
    f. Undertake additional law enforcement responsibilities at administration's direction
    g. Coordinate response of other law enforcement as necessary
    h. Conduct legal interviews, interrogations, searches, seizures of property, and arrests in accordance with law enforcement agency policies and constitutional protections

Legal Citations: MOU Section IV.C.3.d; U.S. Constitution; PA Constitution

School Safety and Security Functions

1. **School Building Safety Coordinator**
    a. Establish liaison with school principals, faculty, and students
    b. Create and maintain close relationship with building principal
    c. Work collaboratively with Building Safety and Security Coordinator (Principal)
    d. Coordinate with Safety and Security Coordinator Assistants on security matters
    e. Participate in quarterly district safety and security meetings

Legal Citations: Policy 805.2; 24 P.S. § 1309-B

2. **Emergency Preparedness and Response**
    a. Respond to any crisis situations on school property
    b. Assist in developing and implementing emergency response procedures
    c. Participate in emergency drills (active shooter, lockdown, evacuation)
    d. Coordinate active shooter training with district personnel
    e. Work with district personnel to conduct full-scale active shooter drills with shooting scenarios (minimum two per year)
    f. Provide guidance on emergency operations planning

g. Assist with threat assessment as needed

Legal Citations: Policy 805; Policy 805.2; 24 P.S. § 1517 (Fire and Emergency Drills); 24 P.S. § 1302-E (Threat Assessment)

3. **Physical Security and Facility Assessment**
   a. Participate in biennial building tours(when scheduled) with law enforcement and first responders
   b. Provide input on physical security improvements
   c. Assist with security assessments of buildings and grounds
   d. Monitor building access and visitor management procedures
   e. Report security vulnerabilities or concerns to Building Safety and Security Coordinator

   Legal Citations: 24 P.S. § 1309-B(c)(5); Policy 805.2

4. **Training and Education**
   a. Conduct in-service training for school personnel on law enforcement topics
   b. Provide Active Shooter/School Safety training in conjunction with Building Coordinator
   c. Answer questions students may have about criminal or juvenile law
   d. Educate students on legal consequences of criminal behavior
   e. Facilitate law-related education programs
   f. Encourage individual and small group discussions about law enforcement matters with students, faculty, and parents

   Legal Citations: 24 P.S. § 1310-B (Mandatory Training); Policy 805.2

Student Interaction and Counseling Functions

1. **Positive Law Enforcement Image**
   a. Be aware at all times of responsibility to improve the image of the uniformed law enforcement officer in the eyes of students and community
   b. Develop relationship of mutual respect with students and staff
   c. Promote positive image of law enforcement within the school
   d. Model professional law enforcement conduct
   e. Build trust between law enforcement and school community

   Legal Citation: MOU SRO Duties; Policy 805.2

2. **Student Counseling and Support**
   a. Counsel public school students in special situations, such as students suspected of engaging in criminal misconduct, when requested by principal, principal's designee, or parents
   b. Provide liaison between students and social agencies which provide needed services
   c. Assist in developing alternative discipline strategies for students who have violated school rules

d. Work with district personnel to address truancy
e. Support student well-being while maintaining law enforcement role

Legal Citation: MOU SRO Duties; Policy 805.2

3. **School Attendance and Participation**
   a. Be present in buildings and on school grounds during regular school hours
   b. Participate in or attend school functions whenever possible to assure peaceful operation
   c. Be available in areas where interaction with students is expected
   d. Attend school events where presence enhances safety and security
   e. Maintain visibility throughout school buildings and grounds

Legal Citation: MOU SRO Duties

Coordination with School Administration

1. **Communication and Collaboration**
   a. Consult with and coordinate activities through school principal
   b. Notify principal of law enforcement actions taken as soon as possible
   c. Exchange information with school officials regarding incidents and investigations
   d. Attend staff meetings as appropriate
   e. Participate in school safety committee meetings
   f. Provide regular updates on safety and security matters

Legal Citation: MOU; Policy 805.2

2. **Enforcement of School Policies**

- Assist school officials with enforcement of Board of Education Policies and Administrative Regulations regarding student conduct
- Assist all school personnel in enforcing laws relating to illegal activities
- Refrain completely from functioning as a school disciplinarian
- NOT be involved in enforcement of disciplinary infractions that do not constitute violations of law
- Defer discipline matters that do not involve criminal conduct to school administrators

Legal Citations: MOU SRO Duties Section 7, 12; Policy 805.2

3. **Duties Assigned by Principal**

- Abide by school board policies
- Perform duties as determined by principal other than those regularly assigned to school personnel (such as lunchroom or hall duty)
- Nothing herein precludes SRO from being available in areas where interaction with students is expected
- May be assigned to monitor specific areas for safety purposes

Legal Citation: MOU SRO Duties Section 13

Interview and Investigation Protocols

1. **Victim Interviews**

- Follow law enforcement agency policies and procedures to ensure protection of victim's legal and constitutional rights
- Law enforcement does not need parental permission to interview victim unless school has received previous written instruction from parent/guardian to contrary
- School entity shall notify parent or guardian when law enforcement interviews victim
- Guidance counselor or similar designated personnel will be present during victim interview on school property

Legal Citation: MOU Section IV.C.1

2. **Witness Interviews**

- Follow law enforcement agency policies and procedures to ensure protection of witness's legal and constitutional rights
- Law enforcement does not need parental permission to interview witness unless school has received previous written instruction from parent/guardian to contrary
- School entity shall notify parent or guardian when law enforcement interviews witness
- Guidance counselor or similar designated personnel may be present during witness interview on school property

Legal Citation: MOU Section IV.C.2

3. **Suspect Interviews**

- Recognize that juvenile suspect may or may not be competent to waive rights to consult with interested adult and/or attorney
- Cooperate with school entity to secure permission and presence of at least one parent or guardian before interviewing student suspect
- If interested adult cannot be contacted, follow law enforcement agency policies and procedures
- Act in manner consistent with protection of student suspect's legal and constitutional rights
- Abide by school board policy and applicable law concerning interviews when conducting formal law enforcement interviews with students or staff

Legal Citation: MOU Section IV.C.3

4. **Parent/Guardian Notification**

- Parents or guardians of students involved in acts of violence, weapons possession, sexual assault, controlled substance offenses, or underage alcohol possession should be notified as soon as possible
- In cooperation with school entity, may delay notification when parent/guardian may be co-suspect or immediate notification may result in destruction of or tampering with evidence or witnesses
- School entity shall document attempts to reach parents or guardians of all victims, witnesses

and suspects
- Decision to notify suspect's parents or guardians (except when suspect injured and requires medical attention) shall be cooperative decision between school officials and law enforcement

Legal Citation: MOU Section IV.B

Professional Standards and Conduct

1. Uniform and Professional Appearance
- Reaffirm role as law enforcement officer by wearing uniform unless doing so would be inappropriate for scheduled school activities
- Wear uniform at events where it enhances image of officer and ability to perform duties
- Maintain professional appearance at all times
- Display law enforcement credentials and identification as appropriate

Legal Citation: MOU SRO Duties Section 17

2. Legal and Ethical Standards
- Maintain all law enforcement certifications and training requirements
- Follow law enforcement agency policies and procedures
- Maintain confidentiality of juvenile and student records as required by law
- Comply with FERPA regulations regarding student information
- Adhere to constitutional protections for students
- Exercise authority consistent with in loco parentis limitations of school personnel

Legal Citations: MOU Section IV.A; 20 U.S.C. § 1232g (FERPA); Policy 805.2

3. Chain of Command and Authority
- Remain fully responsive to chain of command of law enforcement agency in all matters relating to employment and supervision
- Coordinate activities through school principal for school-related matters
- Recognize that legal conduct of interviews, interrogations, searches, seizures, and arrests are within purview of law enforcement authority
- School entity shall defer to expertise of law enforcement on matters of criminal and juvenile law procedure

Legal Citations: MOU SRO Duties Section 10; MOU Section IV.C.3.d

REQUIRED TRAINING AND CERTIFICATIONS

Law Enforcement Certifications

- Current certification as police officer in Commonwealth of Pennsylvania
- Completion of Municipal Police Officers' Education and Training Commission (MPOETC) basic

training
- Maintenance of annual in-service training requirements per MPOETC regulations
- Current firearms qualification
- Current CPR/First Aid certification
- Current vehicle operation certification

Legal Citations: 53 Pa. C.S. § 2164 (MPOETC); 37 Pa. Code Chapter 203 (Training)

School-Specific Training

- School Safety and Security Coordinator training (7-hour course within one year of assignment)
- Active shooter response training
- Threat assessment training
- School-based law enforcement protocols
- Adolescent development and behavior
- De-escalation techniques for school settings
- Trauma-informed approaches
- Youth mental health awareness
- Special education law and behavioral support basics

Legal Citations: 24 P.S. § 1309-B(d); 24 P.S. § 1310-B; Policy 805.2

Continuing Education

- Annual law enforcement in-service training
- School safety and emergency response updates
- Legal updates affecting school-based law enforcement
- Specialized training in juvenile law and procedures
- Cultural competency and implicit bias training
- Community-oriented policing
- School-specific security technology training

Legal Citation: Policy 805.2; MPOETC requirements

QUALIFICATIONS

Required
- Sworn law enforcement officer employed by Bradford County Sheriff Department, Canton Borough Police Department, or law enforcement agency with jurisdiction over school property
- Current MPOETC certification in good standing
- Minimum of 2 years of law enforcement experience preferred
- Valid Pennsylvania driver's license
- Ability to pass background checks including FBI fingerprint check, Pennsylvania State Police criminal history check, and Pennsylvania child abuse clearances

- Ability to meet physical fitness standards for law enforcement
- No disqualifying criminal history

Legal Citations: 24 P.S. § 1313-C; 53 Pa. C.S. § 2164

Preferred

- Experience working with youth and adolescents
- Training or experience in school-based law enforcement
- Certifications in crisis intervention
- Training in mental health first aid
- Bilingual capabilities
- Experience with community-oriented policing
- Training in restorative justice practices
- Knowledge of adolescent development
- Conflict resolution and mediation training
- Experience with emergency management and incident command

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge Requirements

- Comprehensive knowledge of federal, state and local criminal laws and ordinances
- Understanding of juvenile justice system and procedures
- Knowledge of constitutional rights and protections for juveniles
- Understanding of school board policies and administrative regulations
- Knowledge of emergency response procedures and incident command
- Understanding of adolescent development and behavior
- Knowledge of trauma-informed practices
- Familiarity with special education law basics
- Understanding of FERPA and student privacy protections
- Knowledge of threat assessment protocols
- Understanding of in loco parentis authority and limitations

Legal Citations: 18 Pa. C.S. (Crimes Code); 42 Pa. C.S. Chapter 63 (Juvenile Act); 20 U.S.C. § 1232g (FERPA)

Skills and Abilities

- Excellent judgment and decision-making skills, particularly in high-pressure situations
- Strong interpersonal and communication skills with diverse populations
- Ability to build positive relationships with students, staff, and parents
- Skill in de-escalation and conflict resolution
- Ability to balance law enforcement duties with educational environment
- Proficiency in investigation techniques and evidence handling
- Strong observation and situational awareness skills
- Ability to respond quickly and appropriately to emergencies
- Skill in crisis intervention and management

- Ability to work independently and as part of a team
- Cultural competency and ability to work with diverse student populations
- Excellent written and verbal communication for reports and testimony
- Physical ability to respond to emergencies and perform law enforcement duties
- Technological proficiency for security systems and communication equipment

WORKING CONDITIONS

- School-based assignment during regular school hours and school events
- May require extended hours for school functions, athletic events, and special activities
- Exposure to potential emergency and crisis situations
- Regular interaction with students, staff, parents, and community members
- Indoor work primarily, with outdoor duties as needed for school property patrol
- May be exposed to volatile situations involving students in crisis
- Requirement to respond immediately to emergency situations
- Evening and weekend work required for school events
- On-call availability may be required for school-related emergencies
- Subject to law enforcement agency scheduling and deployment needs

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.

- Ability to respond quickly to emergency situations throughout school buildings and grounds
- Capacity to physically intervene in crisis situations when necessary
- Ability to climb stairs repeatedly and access all areas of multi-floor buildings
- Physical fitness to pursue and apprehend suspects if necessary
- Ability to stand and walk for extended periods during school day
- Capacity to lift and move up to 50 pounds
- Manual dexterity to operate law enforcement equipment and firearms
- Visual and auditory acuity to observe and assess situations
- Ability to communicate clearly in emergency and high-stress situations
- Physical stamina to work full shifts and extended hours for events
- Ability to meet law enforcement agency physical fitness standards

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job, consistent with law enforcement requirements.

SCOPE OF AUTHORITY

Law Enforcement Authority

- Full law enforcement powers and authority as sworn officer
- Authority to investigate criminal violations
- Authority to make arrests on school property and at school functions

- Authority to secure crime scenes and collect evidence
- Authority to conduct searches and seizures in accordance with law
- Authority to use appropriate force in accordance with law enforcement policies
- Authority to carry and use service weapon in accordance with agency policy

Legal Citations: 18 Pa. C.S.; 42 Pa. C.S. (PA Rules of Criminal Procedure); U.S. Constitution Fourth Amendment

School Coordination Authority

- Coordinate with principal on school safety matters
- Provide input on security procedures and policies
- Assist with emergency preparedness planning
- Participate in school safety committees
- Collaborate with Building Safety and Security Coordinator

Legal Citation: MOU; Policy 805.2

Limitations of Authority

- NOT a school disciplinarian - does not enforce non-criminal school rules
- Does not have authority over school personnel or operations
- Must coordinate with principal before requesting additional law enforcement on campus (whenever practicable)
- Defers to school administration on educational matters
- Recognizes limitations of in loco parentis authority

Legal Citations: MOU Section IV.A; MOU SRO Duties Section 12

EVALUATION

Performance evaluation conducted by law enforcement agency chain of command in accordance with agency policies. Input on school coordination and collaboration may be sought from Building Principal. Evaluation criteria may include:

- Law enforcement effectiveness and professionalism
- Relationship building with school community
- Response to incidents and emergencies
- Collaboration with school administration
- Training and professional development
- Community-oriented policing activities
- Adherence to policies and procedures
- Impact on school safety and climate

ASSIGNMENT TERMS

- Assignment determined by law enforcement agency in coordination with school district
- May be full-time or part-time assignment depending on agency and district agreement
- Assignment may be rotated or changed at discretion of law enforcement agency
- Continued assignment contingent on satisfactory performance and mutual agreement between law enforcement agency and school district

- Subject to terms of Memorandum of Understanding between Canton Area School District and Canton Borough Police Department

Legal Citation: Memorandum of Understanding; Policy 805.2

Equal Opportunity Employer: The Canton Area School District is committed to providing equal educational opportunities and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other legally protected status.

Document Control

Created: January 2026
Based on: Memorandum of Understanding between CASD and Canton Borough Police Department; 24 P.S. § 1313-C; Policy 805.2; 18 Pa. C.S. (PA Crimes Code)
Reviewed by: [To be completed]
Board Approval: [To be completed]

IMPORTANT DISTINCTIONS

The School Resource Officer is:	The School Resource Officer is NOT:
- A sworn law enforcement officer with full police powers - Employed and supervised by the law enforcement agency - Responsible for investigating criminal violations - Authorized to make arrests and take law enforcement action - Required to follow law enforcement policies and chain of command	- A school employee or district administrator - A school disciplinarian for non-criminal conduct violations - Supervised by school administration for law enforcement matters - Required to enforce school rules that do not involve criminal violations - Subject to school district employment policies

This distinction is critical to maintaining appropriate roles and legal authority.
Legal Citation: MOU; 24 P.S. § 1313-C; Policy 805.2

SCHOOL SECURITY GUARD

Position Type: Security Personnel - School-Based Assignment
Reports To: Building Principal (Building Safety and Security Coordinator)
FLSA Status: Non-Exempt
Assignment Location: Canton Area School District Buildings and Grounds

POSITION OVERVIEW

The School Security Guard serves as a trained security professional assigned to Canton Area School District to monitor and maintain the safety and security of school buildings, grounds, students, staff, and visitors. The Security Guard provides a visible security presence, controls building access, monitors security systems, responds to security concerns, and assists with emergency situations. The Security Guard works under the direction of the Superintendent (District Safety and Security Coordinator) and coordinates with the School Resource Officer when present. The Security Guard does not have law enforcement authority and does not function as a school disciplinarian. Legal Authority: 24 P.S. § 1309-B (School Safety and Security); Policy 805.2 (School Security Personnel)

ESSENTIAL DUTIES AND RESPONSIBILITIES

Building Access Control and Monitoring

1. Main Entrance Security
   - Monitor main entrance and control access to school building
   - Verify identity of all visitors, vendors, and non-school personnel
   - Prevent unauthorized entry to school building
   Legal Citations: Policy 805.2; Policy 907 (Visitors to School Buildings and Grounds)

2. Door and Entry Point Monitoring
   - Monitor all building entry and exit points during shift
   - Ensure exterior doors remain locked when required
   - Check for propped open doors or security breaches
   - Test door locks and hardware regularly
   - Report malfunctioning locks or access control systems immediately
   - Monitor parking lot and vehicle access areas
   Legal Citation: Policy 805.2

3. Visitor Management
   - Greet all visitors in a professional and courteous manner
   - Verify purpose of visit and direct visitors to appropriate location
   - Monitor visitor activity in building
   - Report suspicious behavior or unauthorized persons
   - Ensure visitors do not access restricted areas
   Legal Citations: Policy 805.2; Policy 907

Security Monitoring and Surveillance

1. Building Security Patrols
   - Monitor hallways, common areas, restrooms, and exterior areas
   - Check for safety hazards, security breaches, or suspicious activity
   - Report maintenance issues or safety concerns to appropriate personnel
   - Vary patrol routes and times to maintain unpredictability

   Legal Citation: Policy 805.2

2. Parking Lot and Grounds Monitoring
   - Report suspicious vehicles or activity
   - Check exterior building perimeter regularly
   - Monitor playground and athletic field areas when in use
   - Report unauthorized persons on school grounds

   Legal Citation: Policy 805.2

Emergency Response and Safety

1. Emergency Situation Response
   - Respond immediately to emergency situations
   - Follow emergency operations plan protocols
   - Communicate emergency information via radio or phone
   - Take direction from Building Safety and Security Coordinator during emergencies

   Legal Citations: 24 P.S. § 1517 (Fire and Emergency Drills); Policy 805

2. Medical Emergency Assistance
   - Call for medical assistance when needed
   - Assist medical personnel as directed
   - Help clear areas for emergency medical response
   - Direct emergency medical services to incident location
   - Maintain calm and orderly environment during medical emergencies
   - Document medical emergency responses
   - Protect privacy of individuals involved in medical situations
   - Follow universal precautions and bloodborne pathogen protocols

   Legal Citation: Policy 805

Incident Response and Documentation

1. Security Incident Response
   - Respond to reports of security concerns or incidents
   - Assess situations and determine appropriate action
   - Contact School Resource Officer or law enforcement when necessary

- Contact Building Principal or administrator for guidance
- Secure areas involved in security incidents
- Preserve evidence at incident scenes when appropriate
- Prevent escalation of conflicts or disturbances
- Maintain professional demeanor during incidents

Legal Citations: Policy 805.2; Policy 805.1 (Relations with Law Enforcement Agencies)

2. Incident Documentation and Reporting
   - Report all incidents to Building Principal promptly
   - Maintain accurate logs of daily activities
   - Provide written statements when requested
   - Maintain confidentiality of incident information

   Legal Citations: Policy 805.2; 24 P.S. § 1319-B (Annual School Safety Report)

3. Notification and Communication
   - Immediately notify Building Principal of serious incidents
   - Communicate security concerns to appropriate personnel
   - Use radio or communication systems effectively
   - Report criminal activity to School Resource Officer or law enforcement
   - Notify District Safety and Security Coordinator of significant issues through Building Principal
   - Communicate with staff regarding security procedures
   - Provide information to emergency responders when needed

   Legal Citations: Policy 805.1; Policy 805.2

Student Safety and Supervision

1. Student Monitoring (Non-Disciplinary)
   - Observe student behavior for safety concerns
   - Report concerning behavior to administrators
   - Help ensure students remain in authorized areas
   - Provide calming presence during student conflicts

   Legal Citation: Policy 805.2

2. Student Assistance and Support
   - Assist students who are lost or need directions
   - Help students during medical emergencies
   - Provide assistance to students with special needs
   - Provide reassurance to students during crisis situations
   - Model professional and respectful behavior

   Legal Citation: Policy 805.2

3. Limitations of Authority with Students
   - Does NOT have authority to discipline students

- Does NOT enforce school rules unrelated to safety and security
- Does NOT have law enforcement authority
- Does NOT conduct searches of students or property without administrative direction
- Refers all disciplinary matters to school administrators
- Does NOT physically restrain students except in immediate safety emergencies
- Does NOT counsel students on personal matters
- Maintains appropriate professional boundaries

Legal Citations: Policy 805.2; Policy 218 (Student Discipline)

Coordination with School Personnel

1. Building Principal Coordination
   - Report directly to Building Principal (Building Safety and Security Coordinator) or Athletic Director as game manager at after school events
   - Communicate security concerns and incidents promptly
   - Provide input on security procedures and improvements
   - Follow directions for special events or situations
   - Assist with implementation of building security plans

   Legal Citation: Policy 805.2

2. School Resource Officer Coordination
   - Coordinate security activities with School Resource Officer or Game Manager when present
   - Report criminal activity or suspected crimes to SRO if present or law enforcement
   - Assist with investigations as requested
   - Defer to authority for law enforcement matters
   - Communicate observed security concerns to Superintendent
   - Support during incident response
   - Participate in security briefings with
   - Understand distinction between security guard and law enforcement roles

   Legal Citations: Policy 805.2; 24 P.S. § 1313-C (School Resource Officers)

Special Events and Activities

1. Athletic Events and Extracurricular Activities
   - Provide security coverage at athletic events as assigned
   - Monitor crowd control and facility access
   - Assist with parking and traffic control
   - Respond to incidents during events
   - Coordinate with other security personnel for large events
   - Monitor for prohibited items (weapons, alcohol, drugs)
   - Report concerns to event administrator or SRO
   - Maintain professional presence throughout events

   Legal Citation: Policy 805.2

Equipment and Technology

1. Security Equipment Operation
   - Operate two-way radios and communication devices
   - Maintain and care for issued equipment
   - Report equipment malfunctions immediately
   Legal Citation: Policy 805.2

2. Personal Protective Equipment
   - Wear required uniform and identification
   - Use personal protective equipment as required
   - Maintain professional appearance at all times
   - Ensure radio and communication devices are functional
   - Carry required credentials and identification
   - Use flashlight and other safety equipment appropriately
   Legal Citation: Policy 805.2

Professional Development and Training

1. Required Training Participation
   - Complete all mandatory security guard training
   - Participate in emergency response training
   - Attend fire and emergency drill training
   - Complete bloodborne pathogen training annually
   - Participate in threat assessment awareness training
   - Complete de-escalation and conflict resolution training
   - Attend active shooter response training
   - Complete CPR/First Aid certification training
   Legal Citations: 24 P.S. § 1310-B (Mandatory Training); Policy 805.2

2. Building-Specific Training
   - Learn building layout, exits, and emergency procedures
   - Understand building security systems and protocols
   - Review emergency operations plans
   - Participate in building safety drills
   - Learn communication procedures and protocols
   - Review incident reporting requirements
   - Learn building-specific security concerns and priorities
   Legal Citation: Policy 805

Additional Responsibilities

1. Administrative Duties

- Maintain daily activity logs
- Complete required reports and documentation
- Maintain confidentiality of sensitive information
- Follow all district policies and procedures
- Attend required meetings and trainings
- Suggest improvements to security procedures

Legal Citation: Policy 805.2

2. Public Relations
   - Serve as positive representative of school district
   - Interact professionally with students, staff, parents, and visitors
   - Answer questions courteously and accurately
   - Direct inquiries to appropriate personnel
   - Maintain customer service orientation
   - Build positive relationships with school community
   - Model professional behavior and demeanor
   - Contribute to welcoming school environment

   Legal Citation: Policy 805.2

REQUIRED TRAINING AND CERTIFICATIONS

Pre-Employment Requirements

- Successful completion of background checks:
  - FBI fingerprint-based criminal history check
  - Pennsylvania State Police criminal history check
  - Pennsylvania Child Abuse History Clearance
- Act 168 clearance (Pennsylvania Residence)
- No disqualifying criminal history

Legal Citations: 24 P.S. § 1-111 (Staff Requirements); Policy 317 (Criminal History Background Checks)

Initial Training

- School security guard orientation training
- Building emergency procedures training
- Access control and visitor management training
- Radio and communication systems training
- Incident reporting procedures training
- Student safety and supervision training
- Bloodborne pathogen training
- Sexual harassment prevention training
- Child abuse recognition and reporting (Act 126)
- Confidentiality and privacy requirements

Legal Citations: 24 P.S. § 1310-B; Policy 805.2; 23 Pa. C.S. § 6311 (Mandated Reporting)

Ongoing Annual Training

- Two hours annually in situational awareness, trauma-informed approaches, behavioral health, suicide/bullying awareness, or substance use awareness
- One hour annually in emergency procedures and threat recognition
- Active shooter response training
- Emergency drill procedures
- Fire safety and evacuation procedures
- Bloodborne pathogen annual refresher
- Security system and technology updates
- CPR/First Aid recertification (every 2 years)

Legal Citations: 24 P.S. § 1310-B; Policy 805

Preferred Certifications

- Certified Protection Officer (CPO) certification
- Security Guard training completion
- CPR/First Aid/AED certification
- Crisis intervention training
- Conflict resolution certification
- De-escalation techniques training
- Physical intervention training (CPI or similar)
- Emergency management training

QUALIFICATIONS

Required

- High school diploma or GED equivalent
- Minimum age of 18 years
- Valid Pennsylvania driver's license
- Ability to pass comprehensive background checks
- No disqualifying criminal convictions
- Physically able to perform essential job functions
- Ability to stand and walk for extended periods
- Effective written and verbal communication skills
- Basic computer literacy
- Professional appearance and demeanor

Legal Citations: Policy 805.2; Policy 317

Preferred

- Prior security, law enforcement, or military experience
- Previous experience working in school or educational setting
- Experience working with children and adolescents
- Physical fitness and ability to respond quickly
- Two or more years of customer service experience

- Conflict resolution and de-escalation training
- Emergency response experience
- Bilingual capabilities (English/Spanish)
- Valid security guard license (if required by jurisdiction)
- Associate degree in criminal justice or related field

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge Requirements

- Basic knowledge of security and safety procedures
- Understanding of emergency response protocols
- Knowledge of building access control principles
- Familiarity with school environment and operations
- Understanding of child and adolescent behavior
- Basic knowledge of conflict de-escalation techniques
- Understanding of confidentiality requirements
- Knowledge of when to involve law enforcement
- Awareness of school safety threats and concerns
- Understanding of visitor management procedures

Legal Citation: Policy 805.2

Skills and Abilities

- Strong observation and situational awareness skills
- Ability to remain calm under pressure
- Excellent interpersonal and communication skills
- Ability to interact professionally with diverse populations
- Strong judgment and decision-making abilities
- Ability to follow directions and procedures
- Skill in conflict de-escalation and resolution
- Ability to write clear and accurate reports
- Proficiency with technology and security equipment
- Physical ability to patrol buildings and respond to emergencies
- Ability to work independently with minimal supervision
- Strong customer service orientation
- Ability to maintain confidentiality
- Skill in problem-solving and critical thinking
- Ability to build positive relationships with students and staff
- Cultural competency and respect for diversity

WORKING CONDITIONS

- May require extended hours for events, activities, or special assignments
- Evening and weekend work for athletic events and activities
- Indoor work primarily with regular outdoor patrols
- Exposure to various weather conditions during outdoor duties

- Standing and walking for extended periods
- May be exposed to emergency and crisis situations
- Regular interaction with students, staff, parents, and visitors
- Potential exposure to verbal confrontations or hostile situations
- May witness or respond to medical emergencies
- Subject to district scheduling needs and assignments

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.

- Capacity to patrol entire building including stairs and multiple floors
- Ability to respond quickly to emergencies throughout building and grounds
- Physical ability to climb stairs repeatedly
- Capacity to lift up to 75 pounds occasionally
- Ability to bend, kneel, and reach
- Manual dexterity to operate radios, computers, and security equipment
- Visual acuity to monitor cameras and observe building activities
- Hearing acuity to detect alarms and respond to radio communications
- Ability to communicate clearly verbally and in writing
- Physical stamina to work full shifts including extended hours
- Ability to work in various weather conditions
- Capacity to physically intervene in immediate safety emergencies when necessary

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

SCOPE OF AUTHORITY

Security Authority

- Authority to control building access and deny entry to unauthorized persons
- Authority to monitor and patrol assigned areas
- Authority to issue visitor badges and enforce visitor procedures
- Authority to observe and report security concerns
- Authority to contact law enforcement or emergency services
- Authority to document incidents and security activities

Legal Citation: Policy 805.2

Limitations of Authority

- Does NOT have law enforcement powers or authority
- Does NOT have authority to arrest or detain individuals
- Does NOT have authority to search students or property without administrative direction
- Does NOT have authority to discipline students
- Does NOT have authority to enforce school rules unrelated to safety/security

- Does NOT have authority to use weapons or physical force except in immediate defense situations
- Does NOT have authority to conduct criminal investigations
- Must defer to law enforcement for criminal matters
- Must defer to administrators for disciplinary matters

Legal Citations: Policy 805.2; Policy 218

SUPERVISION RECEIVED

This position works under the direct supervision of the Building Principal (Building Safety and Security Coordinator), who:

- Assigns daily duties and priorities
- Provides direction during incidents and emergencies
- Reviews incident reports and documentation
- Evaluates job performance
- Addresses questions and concerns
- Provides guidance on security procedures
- Coordinates with District Safety and Security Coordinator (Superintendent) as needed

Legal Citation: Policy 805.2

EVALUATION

Performance evaluation conducted by Building Principal (Building Safety and Security Coordinator) based on:

- Reliability and punctuality
- Professional appearance and conduct
- Quality of security monitoring and patrols
- Incident response and documentation
- Communication and interpersonal skills
- Adherence to policies and procedures
- Collaboration with school personnel
- Participation in training and professional development
- Contribution to overall school safety and security
- Customer service and public relations

EMPLOYMENT TERMS

- Position may be full-time or part-time as determined by district needs
- Employment may be year-round or school-year depending on assignment
- Hours and schedule determined by Building Principal and district needs
- May include evening, weekend, and extended hours for events
- Compensation per district salary schedule for security personnel
- Benefits as applicable per district policies and employment status
- Continued employment contingent on satisfactory performance, maintaining required clearances, and district needs

Legal Citation: Policy 805.2

Equal Opportunity Employer: The Canton Area School District is committed to providing equal employment opportunities and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other legally protected status.

Document Control
- Created: January 2026
- Based on: Policy 805.2 (School Security Personnel); 24 P.S. § 1309-B; Policy 805
- Reviewed by: Administrative Team 1/27/2026; School Board 1/23/2026
- Board Approval: Feb 12, 2026

IMPORTANT DISTINCTIONS

The School Security Guard IS:	The School Security Guard IS NOT:
- A trained security professional monitoring school safety - Authorized to control building access and enforce visitor procedures - Responsible for observing and reporting security concerns - Required to follow building principal's direction - A visible security presence supporting school safety	- A law enforcement officer with police powers - Authorized to arrest or detain individuals - A school disciplinarian for student behavior - Authorized to enforce school rules unrelated to safety/security - Authorized to conduct criminal investigations

This distinction is critical to maintaining appropriate roles and legal authority.
Legal Citations: Policy 805.2; 24 P.S. § 1309-B

WW 01/09/26
Bd App 2/12/26

CHS Student Club Application Process

1. Recruit club members (minimum of 5) and an advisor (minimum of 1)
2. Identify an executive board and create by-laws/constitution
3. Submit a new student organization application
4. Administrative Review of application (Below)
5. School board approval (Monthly)

CHS Student Club Application

Please complete the application below.

General Information (To be completed by the Club Advisor)

Date 12/16/25

Club Name Debate Club

Club Description Learn how to debate, gain confidence, and have fun!

Club Advisor Name Kelsey Herman

Student Names of those Participating (minimum of 5)
Addisen Mundy Xavierra Preston
Layla Deming Mercedes Ray
Fiona Carra

Club Advisor Signature Kelsey Herman

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office use only

Administrative Approval Donald Jacopetti — Name; Signature; 1/5/26 — Date

District Office Approval — Name; Signature; 1/6/26 — Date

School Board Approval Date _____

WW 01/16/26
Bd App 02/12/26

MINUTES
CANTON AREA SCHOOL DISTRICT
JANUARY 8, 2026

The regular meeting of the Canton Area School District Board of Education was held in the Canton Jr/Sr High School Library on Thursday, January 8, 2026, at 5:00 p.m.

MEETING CALLED TO ORDER

Our President, Mrs. Judy Sourbeer, called the meeting to order, welcomed all in attendance, and reminded the audience to please sign in if they had not done so.

All stood and recited the Pledge to the Flag.

BOARD MEMBERS PRESENT

Mrs. Judy Sourbeer, President; Mr. Ryan Allen, Mr. John Ambruch, Mr. Dave DeCristo, Mrs. Arica Jennings, Mrs. Sarah Neely, and Mr. Denny Sourbeer.

OTHERS PRESENT

Dr. Amy Martell, Superintendent; Mr. Mark Jannone, Business Manager/Board Secretary; Mr. Lucas Bailey, Elementary School Principal; Mr. Donald Jacopetti, High School Principal; Mr. Don Cron, Assistant Principal; Mrs. Amy Repard, Special Education Supervisor; Attorney Cassi Blaney, District Solicitor; Mr. Matt Jennings and Mr. Matt Hicks, newspaper reporters; Mrs. Talia Roupp, Mrs. Amy DeCristo, and Mrs. Nichole Ambruch.

MINUTES

A motion was made by Mrs. Sarah Neely and seconded by Mr. Denny Sourbeer to approve the minutes of the regular meeting of December 4, 2025.

Voice Vote: All seven members present voted yea.
Mr. Bill Holland and Mr. Tom Resavage were absent.
Motion carried.

REPORTS

Superintendent

Dr. Amy Martell, Superintendent, reported on the following items:

- Updated the board on Act 47 of 2025 regarding structured literacy requirements.
- Updated the board on Act 135 of 2024, signed into law in October of 2024, amended section 1205.8 of the School Code to expand access to structured literacy in Pennsylvania schools.

CITIZEN RECOGNITION – AGENDA RELATED

There were no comments.

BUSINESS

Treasurer's Report

A motion was made by Mrs. Arica Jennings and seconded by Mr. John Ambruch to approve the Treasurer's Reports as presented for November 30, 2025 and December 31, 2025. (A copy is in the supplemental file.)

Roll Call Vote: All seven members present voted yea.
Mr. Bill Holland and Mr. Tom Resavage were absent.
Motion carried.

Bills

A motion was made by Mrs. Arica Jennings and seconded by Mr. John Ambruchto approve the bills for December.

Roll Call Vote: All seven members present voted yea.
Mr. Bill Holland and Mr. Tom Resavage were absent.
Motion carried.

Tax Additions, Exemptions and Exonerations

A motion was made by Mrs. Arica Jennings and seconded by Mr. John Ambruch to approve the tax additions, exemptions and exonerations.

Roll Call Vote: All seven members present voted yea.
Mr. Bill Holland and Mr. Tom Resavage were absent.
Motion carried.

Transportation Changes

A motion was made by Mrs. Arica Jennings and seconded by Mr. John Ambruch to approve the transportation changes.

Roll Call Vote: All seven members present voted yea.
Mr. Bill Holland and Mr. Tom Resavage were absent.
Motion carried.

Bid Advertising

A motion was made by Mrs. Arica Jennings and seconded by Mr. John Ambruch to authorize advertising of bids related to the 2026/2027 school year.

Roll Call Vote: All seven members present voted yea.
Mr. Bill Holland and Mr. Tom Resavage were absent.
Motion carried.

24/25 Financial Audit

A motion was made by Mrs. Arica Jennings and seconded by Mr. John Ambruch to accept the 2024/2025 financial audit as presented by EFPR Group.

Roll Call Vote: All seven members present voted yea.
Mr. Bill Holland and Mr. Tom Resavage were absent.
Motion carried.

Resolution

A motion was made by Mrs. Arica Jennings and seconded by Mr. John Ambruch to accept the Act 1 resolution which certified that the board will not raise any school district tax for the 2026/2027 budget at a rate that exceeds the 5.0% tax index.

Roll Call Vote: All seven members present voted yea.
Mr. Bill Holland and Mr. Tom Resavage were absent.
Motion carried.

Agreement

A motion was made by Mrs. Arica Jennings and seconded by Mr. John Ambruch to approve the BLaST IDEA Section 619 Use of Funds Agreement.

Roll Call Vote: All seven members present voted yea.
Mr. Bill Holland and Mr. Tom Resavage were absent.
Motion carried.

25/26 Spring Sports Bid

A motion was made by Mrs. Arica Jennings and seconded by Mr. John Ambruch to approve the 2025/2026 Spring Sports Bid in the amount of $5,354.85.

Roll Call Vote: All seven members present voted yea.
Mr. Bill Holland and Mr. Tom Resavage were absent.
Motion carried.

Account Additions

A motion was made by Mrs. Arica Jennings and seconded by Mr. John Ambruch to approve the addition of the following new accounts to the Canton Elementary Central Treasury:

a. Class of 2033
b. Class of 2034
c. Class of 2035
d. Class of 2036
e. Change the name of the "First Grade" account to Class of 2037
f. Class of 2038

Roll Call Vote: All seven members present voted yea.
Mr. Bill Holland and Mr. Tom Resavage were absent.
Motion carried.

Tax Collector

A motion was made by Mrs. Arica Jennings and seconded by Mr. John Ambruch to appoint Madison Riggs as tax collector with Deanna Watkins and Mark Jannone as deputy tax collectors for Union Township in Tioga County and McNett Township in Lycoming County since there were no elected tax collectors for those municipalities.

Roll Call Vote: All seven members present voted yea.
Mr. Bill Holland and Mr. Tom Resavage were absent.
Motion carried.

Deputy Tax Collectors

A motion was made by Mrs. Arica Jennings and seconded by Mr. John Ambruch to approve Madison Riggs, Deanna Watkins, and Mark Jannone as deputy tax collectors for the following elected tax collectors:

a. Canton Borough, Bradford County - Gary Gleckner
b. Canton Township, Bradford County - Patricia Martin
c. LeRoy Township, Bradford County - Terry LaMont
d. McIntyre Township, Bradford County - Cindy Black

Roll Call Vote: All seven members present voted yea.
Mr. Bill Holland and Mr. Tom Resavage were absent.
Motion carried.

Delegate

A motion was made by Mrs. Arica Jennings and seconded by Mr. John Ambruch to reappoint Ryan Allen as second alternate delegate for the Bradford County tax collection and approve the Bradford County TCC voting delegate appointment resolution.

Roll Call Vote: All seven members present voted yea.
Mr. Bill Holland and Mr. Tom Resavage were absent.
Motion carried.

PERSONNEL

Tenure

A motion was made by Mrs. Arica Jennings and seconded by Mr. Ryan Allen to approve tenure for the following temporary professional employee:

a. Nicole Coxhead

Roll Call Vote: All seven members present voted yea.
Mr. Bill Holland and Mr. Tom Resavage were absent.
Motion carried.

New Hire

A motion was made by Mrs. Arica Jennings and seconded by Mr. Ryan Allen to approve the following new hire, pending completion of required employment paperwork:

a. Sierra Myers, Part-Time (9 month) Cafeteria Worker, $15/hour with no benefits, retroactive to 1/05/26.

Roll Call Vote: All seven members present voted yea.
Mr. Bill Holland and Mr. Tom Resavage were absent.
Motion carried.

Volunteer List Additions

A motion was made by Mrs. Arica Jennings and seconded by Mr. Ryan Allen to approve the following additions to the volunteer list; all required paperwork has been completed:

a. Darin Jennings, field trip and club chaperone, retroactive to 12/16/25
b. Heidi Morgan, Drama Club

Roll Call Vote: All seven members present voted yea.
Mr. Bill Holland and Mr. Tom Resavage were absent.
Motion carried.

Rate Changes

A motion was made by Mrs. Arica Jennings and seconded by Mr. Ryan Allen to approve the proposed rate changes to the Game Helpers Per Event Pay, retroactive to 11/01/25.

Roll Call Vote: All seven members present voted yea.
Mr. Bill Holland and Mr. Tom Resavage were absent.
Motion carried.

Substitute List Addition

A motion was made by Mrs. Arica Jennings and seconded by Mr. Ryan Allen to approve the following addition to the substitute list, pending completion of paperwork:

a. Joseph Frye, Paraprofessional, retroactive to 1/02/26

Roll Call Vote: All seven members present voted yea.
Mr. Bill Holland and Mr. Tom Resavage were absent.
Motion carried.

Co-Curricular Non-Sports List

A motion was made by Mrs. Arica Jennings and seconded by Mr. Ryan Allen to approve the following update to the 2025/2026 Co-Curricular Non-Sports List:

a. Tammy MacWhinnie, Music Director, $778.89

Unpaid Days

A motion was made by Mrs. Arica Jennings and seconded by Mr. Ryan Allen to approve the following unpaid days for the month of December 2025, for the following employees:

a. Employee #1765, 1.5 days
b. Employee #1914, 1.5 days
c. Employee #1043, 0.5 days

Roll Call Vote: All seven members present voted yea.
Mr. Bill Holland and Mr. Tom Resavage were absent.
Motion carried.

FINANCE/POLICY

Second Reading

A motion was made by Mrs. Arica Jennings and seconded by Mr. Ryan Allen to approve the second reading of the following revised policies:

a. No. 114 Gifted Education
b. No. 201 Admission of Students

Roll Call Vote: All seven members present voted yea.
Mr. Bill Holland and Mr. Tom Resavage were absent.
Motion carried.

First Reading

A motion was made by Mrs. Arica Jennings and seconded by Mr. Ryan Allen to approve the first reading of the following revised policy:

a. No. 330 Classified Employee Overtime

Roll Call Vote: All seven members present voted yea.
Mr. Bill Holland and Mr. Tom Resavage were absent.
Motion carried.

OTHER ITEMS

Central Treasury Reports

A motion was made by Mrs. Sarah Neely and seconded by Mr. Denny Sourbeer to approve the second quarter Central Treasury reports for the Canton Elementary School and Canton Jr/Sr High School.

Roll Call Vote: All seven members present voted yea.
Mr. Bill Holland and Mr. Tom Resavage were absent.
Motion carried.

Field Trip Request

A motion was made by Mrs. Sarah Neely and seconded by Mr. Denny Sourbeer to approve the following overnight field trip request:

a. Tom Hojnowski, ACES Leadership Conference, Harrisburg, PA, 02/28/26 - 03/01/26.

Roll Call Vote: All seven members present voted yea.
Mr. Bill Holland and Mr. Tom Resavage were absent.
Motion carried.

CITIZEN RECOGNITION – NON-AGENDA RELATED

There were no comments.

Announcements

The Oath of Office was given to Ryan Allen on 12/05/25 as a re-elected board member by Brandie Frye, Notary Public.

There was an Executive Session prior to the Board Meeting, at 4:45 p.m., to discuss legal matters.

We will have two student teachers in the elementary school from January 27, 2026 – May 13, 2026.

a. Heather Kyzer, Commonwealth University, in 1st grade with Becky Colton
b. Gracie Osterhout, Commonwealth University, in 2nd grade with Robin Palmer

The next Board Meeting will be held Thursday, February 12, 2026, at 5:00 p.m. in the Canton Jr/Sr High School Library, Canton, PA.

Meeting Adjourned

A motion to adjourn was made by Mr. John Ambruch and seconded by Mr. Dave DeCristo.

Voice Vote: All seven members present voted yea.
Mr. Bill Holland and Mr. Tom Resavage were absent.
Motion carried.

Mrs. Sourbeer adjourned the meeting at approximately 5:22 p.m. on a unanimous voice vote.

Respectfully submitted,

Mark S. Jannone
Business Manager/Board Secretary

FIELD TRIP REQUEST

Destination(s): Northwest High School (Shickshinny PA)

How many subs are needed:

Date of Trip 2/18 - 2/20 Day of Week Wed - Fri Leave Time 12 pm Return to School 10 pm

Number of Students/Adults 21/1 Circle One (VAN) BUS -- If you want a VAN, who will drive? Grace Call

Where will the bus load for the trip? CHS

Students will: (check one) _____ Ride their regular bus home after the field trip.

X Arrange their own transportation home after the field trip.

Class or Grade Description Sr. High Chorus Person in Charge Grace Call

Other Chaperones going:

Objective of Trip: Attend PMEA Region Chorus

Additional Information, if any: Nurse not required

Estimated Cost Of Trip - Including Subs

$690 (HOTELS)

REGULATIONS

1. Persons in charge will submit a final list of persons riding the bus (including adults) to the Principal before leaving school grounds.

2. Parental permission slips will be obtained by person in charge. These will also be turned in to the Principal before leaving school grounds.

3. Students will observe the riding rules of the school. Buses are supposed to have copies of riding rules posted. Driver distractions from within the bus are to be avoided.

4. No students are to be let off the bus at any location other than the school when returning from the field trip, unless prior arrangements have been approved by the Principal or Business Manager.

5. Any irregularities of the trip (including bus and driver problems) will be reported to the Principal immediately.

6. When students have to make other arrangements to get home, the person in charge and chaperones will stay with the students until all have left the school grounds.

Grace Call
SIGNATURE OF PERSON IN CHARGE

ROUTING INSTRUCTIONS

Forward completed form to your Principal. If approved, Principal will forward to Business Office. Business Office will return original request to Principal after busing arrangements. Principal will keep the original form in their office and will send a copy of the form to the person in charge.

APPROVALS

Principal: Approved _____ Date 1/13/26

Business Manager: Approved _____ Date 1/15/26

WW 1/16/26
Bd App 2/12/26

THIS SPACE FOR BUSINESS OFFICE USE ONLY