International Leadership of Texas

The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

Job Title: Campus-Based Police Officer
Reports to: ILTexas Chief of Police
Dept./School: Police Department
Exemption Status/Test: Non-Exempt
Date Revised: 06/2026
Days: 187

PRIMARY PURPOSE:

Under the supervision of ILTexas Chief of Police, the campus Police Officer is responsible for handling the law enforcement and police related matters at designated campus as outlined in the Texas Penal Code, Code of Criminal Procedures, Board Policy, Departmental Rules and Regulations. The campus Police Officer is responsible for working cooperatively with the school administration, students, staff, families, greater community and with respective local, state and federal law enforcement agency to ensure a safe, secure campus environment, and mitigate and/or remove imminent threat or serious bodily injuries that arises. Performs any other duties assigned by the Chief of Police and/or Superintendent.

EDUCATION/CERTIFICATION:

High school diploma or GED
Texas Peace Officer License issued by the Texas Commission on Law Enforcement (TCOLE)
Valid Unrestricted Driver's License Throughout the Duration of Employment
School-Based Law Enforcement Certification via TCOLE *(Preferred; must attain within 6 months of employment)*
Stop the Bleed Certification or Self Aid Buddy Aid (SABA) *(Preferred)*
NARCAN Certification *(Preferred)*
Behavioral Threat Assessment Certification (BTA) via TxSSC *(Preferred; must attain with 90 days of employment)*

EXPERIENCE:

1-2 years of experience
Previous School-based law enforcement *(Preferred)*

SPECIAL KNOWLEDGE/SKILLS:

Ability to work independently and exercise good judgement with limited supervision in successfully performing duties.
Tactically trained for an Active Shooter Response.
Ability to write reports with details and accuracy in a chronological timeline to re-count events.
Ability to question witnesses, suspects and collect statements in criminal matters.
Maintain good physical condition, agility, vision, hearing and overall fitness required to perform law enforcement duties safely and effectively i.e. running, climbing fences, jumping etc.
Ability to make quick and sound judgement for use of taser, firearms and handcuffs.
Strong communication skills both verbally and in writing.

Proficient in the use of technology i.e. Microsoft Office, TEAMs, MS Word, OneDrive.
Ability to use de-escalation strategies to diffuse situations.

Major Responsibilities and Duties:

1. Able and willing to respond to an active or imminent threat on campus within a timely manner under a variety of circumstances.
2. Immediately eliminate any imminent threat and/or serious bodily injuring occurring.
3. Detain and/or arrest any perpetrators and file appropriate charges as necessary.
4. Respond and investigate traffic accidents that occur on school property.
5. Patrol school grounds both inside and outside frequently throughout the school day.
6. Performs tactical operations in and around schools in an effort to combat criminal activity.
7. Required to participate in all school Behavioral Threat Assessment (BTA).
8. Monitor camera security, retrieve any video evidence for potential investigations or crimes.
9. Collect, preserve and secure any evidence (both statements and physical) related to crimes or investigations.
10. Investigate all criminal offenses that occur.
11. Assist in traffic control during the beginning and end of the school day.
12. Inform Chief of Police and appropriate administrators of any injuries or accidents involving students and charter personnel (including making reports).
13. Maintains a professional level of confidentiality of department and charter matters.
14. Maintain and complete any required training or certifications required by local, state or federal guidelines.
15. Work cooperatively with local, state and federal law enforcement agencies.
16. Maintain a safe and secure campus environment through visibility, proactive, and active measures.
17. Follow all Charter's policies including safety, emergency procedures and the Educator's Code of Ethics.
18. All duties assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; charter vehicle
Posture: Prolonged walking; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; may work in tiring and uncomfortable positions
Motion: Frequent walking, running, jumping fences, climbing stairs/ladders/scaffolding; regular grasping/squeezing, wrist flexion/extension, and overhead reaching
Lifting: Occasional lifting and carrying (15–44 pounds)
Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures
Mental Demands: Maintain emotional control under stress
This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____