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: Lieutenant
Reports to: ILTexas Chief of Police
Dept./School: Police Dept

Exemption Status/Test: Non-Exempt
Date Revised: 06/2026
Days: 187

PRIMARY PURPOSE:

Under general supervision of the ILTexas Chief of Police, the ILTexas Police Lieutenant serves as a mid-line supervisor. Assists the Chief of Police in directing daily operations, supervising subordinate officers. The Lieutenant will be responsible for internal investigations that are assigned and occur. Performs the duties of campus Police Officers when necessary. 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
Associates or Bachelor's *(Preferred)*
Advanced Level TX Peace Officer's Licenses via TCOLE, *(Preferred)*
Internal Affairs Investigator Certification *(Preferred, must attain within 12 months of appointment/hire)*
Stop the Bleed 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:

3-5 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.
Must demonstrate logical and effective problem-solving abilities.
Maintain good physical condition, agility, vision, hearing and overall fitness required to perform law enforcement duties safely and effectively.
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.
Strong communication skills both verbally and in writing.
Proficient in the use of technology i.e. Microsoft Office, TEAMs, MS Word, OneDrive.
Ability to perform administrative and supervisory law enforcement work for the Police Department.

Ability to apply methods and techniques used to provide a full range of law enforcement and crime prevention services and activities including investigation and identification, patrol, traffic control, records management, care and custody of persons and property, and crime prevention.

Major Responsibilities and Duties:

1. Provides management through leadership support and development to campus and area Police Officers.
2. Supervise personnel as assigned.
3. Able and willing to respond to an active or imminent threat on campus or ILTexas property within a timely manner under a variety of circumstances.
4. Immediately eliminate any imminent threat and/or serious bodily injuring occurring.
5. Conduct internal investigations with thoroughness and accuracy.
6. Detain, arrest and/or transport any perpetrators and file appropriate charges as necessary.
7. Respond and investigate traffic accidents that occur on school property or ILTexas property as needed.
8. Ensure campus-based Police Officers are performing duties as assigned as well as abiding by all local, state and federal guidelines and policies.
9. Collect, preserve and secure any evidence (both statements and physical) related to crimes or investigations as needed.
10. Assist in traffic control during beginning and end of the school day, as needed.
11. Maintains a professional level of confidentiality of department and charter matters.
12. Maintain and complete any required training or certifications required by local, state or federal guidelines.
13. Work cooperatively with local, state and federal law enforcement agencies.
14. Follow all Charter's policies including safety, emergency procedures and the Educator's Code of Ethics.
15. All duties as assigned.

Supervisory Responsibilities:

Direct Supervision of Subordinates

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, 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 _____