

# WARREN HILLS REGIONAL PUBLIC SCHOOLS

## JOB DESCRIPTION

**TITLE:** Event Security Staff

**QUALIFICATIONS:**

1. High school diploma (or equivalency)
2. Experience in law enforcement/emergency service or experience and training in a school security-related field or any equivalent combination of experience that would provide the noted knowledge, skills and abilities.
3. Possess knowledge of, and ability to apply standard security procedures and best practices.
4. Possess the ability to acquire knowledge of School Board policies and procedures.
5. Excellent human relations, leadership, and communication skills are a must.
6. Provide evidence that health is adequate to fulfill the job functions and responsibilities, in accordance with N.J.A.C. 6:3-4A.4.
7. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.
8. Required criminal history check and proof of U.S. citizenship or legal resident alien status.

**REPORTS TO:** School Security Program Director

**JOB GOAL:** The job of Event Security Staff is established for the purposes[s] of providing for the safety and welfare of students, staff and patrons during assigned events within a variety of school environments [e.g. special events, sporting events, etc.]: minimizing the frequency and/or severity of harmful incidents, and communicating observations and/or incidents that have potential impact on the general well-being of students, school personnel, patrons, and/or visitors. To accomplish these tasks, the Event Security Staff member works closely with the community, staff, police, EMS, and administration of the Warren Hills Regional School District.

1. Communicate school policies and enforcement procedures to students, personnel, patrons and visitors for the purpose of ensuring their understanding and the potential consequences of violations;
2. Intervene in potential conflicts for the purpose of minimizing disruptions of event activities and/or injury to involved parties;
3. Monitor students, staff, patrons, and visitors during assigned events within a variety of school environments for the purpose of ensuring the safety and welfare of students, staff, patrons, and visitors;
4. Prepares documentation [e.g. incident and activity reports, security logs, etc.] for the purpose of providing written support and/or conveying information;
5. Refer incidents to appropriate site personnel [e.g. injuries, altercations, suspicious activities, etc.] for the purpose of ensuring follow-up in accordance with administrative guidelines;

6. Report observations and incidents relating to specific students [e.g. accidents, fights, inappropriate social behavior, violation of rules, etc.] for the purpose of communicating information to appropriate instructional and/or administrative personnel for follow-up action;
7. Communicate information to school principal and/or School Security Officer when deemed appropriate by School Security Program Director;
8. Perform other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit;
9. Follow direction of the School Security Program Director or designee.

**ESSENTIAL  
TECHNICAL /  
MOTOR SKILLS:**

1. Ability to manipulate controls necessary to operate video security equipment and two-way radios;
2. Ample computer literacy for the purpose of completing and filing reports; monitoring and securing surveillance video, and other computer-based requirements of the position;
3. Sufficient endurance to monitor hallways and/or stairwells throughout the school as may be assigned; as well as topographies of event locations [e.g. stadium, gymnasium, recreation fields];
4. Sufficient mobility and dexterity to respond quickly to intrusion which may involve measures to detain individuals as trained.

**TERMS OF  
EMPLOYMENT:** Salary as determined by the Board of Education.

**ANNUAL  
EVALUATION:** Performance of this job will be evaluated annually by the School Security Program Director in accordance with provisions of the board's policy on evaluation of extracurricular staff.

**Adopted:** November 15, 2016