

WARREN HILLS REGIONAL BOARD OF EDUCATION

Job Description

SCHOOL SECURITY PROGRAM DIRECTOR

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TITLE: SCHOOL SECURITY PROGRAM DIRECTOR

- QUALIFICATIONS:
1. High school diploma, college coursework or B.A. preferred
  2. Law enforcement and/or public school security background
  3. Demonstrated knowledge of public school security protocol including current knowledge of relevant technology systems
  4. Ability to foster and sustain students' individual and collective positive school citizenship
  5. Strong interpersonal and communication skills
  6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Superintendent or assigned designee

JOB GOAL: To provide all middle school and high school students and staff with a safe, orderly, positive and secure school environment on a 24 hour basis

- PERFORMANCE RESPONSIBILITIES:
1. Is knowledgeable and understands all responsibilities of the school resource staff person
  2. Advises and assists the administration in the development and implementation of plans for security, threat analysis, preparation and post assessment of large scale events, e.g. evening Back-to-School nights, middle and high school graduations, high profile athletic events, etc.
  3. Plans, examines, evaluates and supervises the District's resource program on a continual basis and recommends improvements as necessary to the administration of all assigned program needs
  4. Advises the building administration, supervisors, and lead custodians of all related security needs and implements methods to increase the level of safety for visitors, students and staff.

5. Advises the building administration regarding the equipment needs of the school resource staff and program particularly related to the most current technology trends in security and surveillance
6. Initiates personnel related duties to include but not limited to recruitment, selection, training, assignment, evaluation, discipline and/or dismissal of school resource persons subordinate to this position
7. Develops, implements and manages security training
8. Serves as a resource to building principals to address parents, students and staff regarding the objectives of the school security program
9. Works in cooperation with local agencies such as police, County Prosecutor, fire, and EMTs pertaining to school safety and special security problems as may occur
10. Develops, proposes, and manages budget and submits annual reports for the Board of Education as may be assigned
11. Oversees and manages the purchase, installation, and maintenance of all electronic security systems
12. Attends occasional Board of Education committee or regular meetings to update or advise the Board and/or public on school safety issues
13. Attends professional development seminars/trainings with such entities as hosted by local police, F.B.I., Homeland Security, etc.
14. Performs additional duties as may be assigned by the Superintendent or assigned designee

TERMS OF EMPLOYMENT: Salary and work year to be determined by the Board of Education. This position is non-certificated and serves "at will" and is not affiliated with any collective bargaining association

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of extracurricular staff.

BOARD APPROVED DATE: January 19, 2016

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Legal References:

N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with students; grounds for disqualification from employment

N.J.S.A. 18A:16-1 Officers and employees

N.J.S.A. 18A:16-2 Physical examinations; requirement

N.J.S.A. 18A:25-2 Authority over students

N.J.S.A. 18A:26-1 Citizenship of teachers, etc.

N.J.S.A. 18A:26-1.1 Residence requirement prohibited

N.J.S.A. 18A:26-2 Certificates required; exception

N.J.S.A. 18A:27-1 Appointment of teaching staff members; vote required

N.J.S.A. 18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder

N.J.A.C. 6A:7 Managing equality and equity in education

N.J.A.C. 6A:9 Professional licensure and standards

See particularly:

N.J.A.C. 6A:9-6.2 Provisional certificate

N.J.A.C. 6A:9-8.2 Requirements for the provisional certificate

N.J.A.C. 6A:32-6 School employee physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.