

WARREN HILLS REGIONAL SCHOOL DISTRICT

Job Description

JOB TITLE: School Security Personnel

REPORTS TO: School Security Program Director

JOB GOAL: To provide security and protection for pupils, staff, and school property.

SUPERVISES: Students

QUALIFICATIONS:

1. High school diploma or equivalent; valid New Jersey driver's license.
2. Minimum experience as determined by the board, including the following abilities: experience in law enforcement, school security and/or public safety.
3. Knowledge of security measures, fire prevention, and crowd control. Ability to maintain order and to work with groups and individuals on matters of security and crisis management.
4. Strong problem-solving skills and ability to communicate.
5. Must be able to use technology efficiently such as computer, two-way radio, video monitors, buzz-in systems, electronic surveillance equipment and other devices selected by the district to be part of the school security system.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

PERFORMANCE RESPONSIBILITIES:

Security monitoring, patrols and response to security problems

1. Patrols district buildings and grounds to protect against illegal entry, acts of violence, vandalism, illegal drug activity, arson, and theft.
2. Conducts regular inspections of windows, doors, and other points of entry to ensure that they are secure.
3. Patrols school grounds to observe unauthorized persons or vehicles, parking violations, and overall security of the outside area including exterior lighting and emergency access routes.
4. Checks identification of pupils, staff, and visitors entering the school.
5. Detains unauthorized persons; calls for police assistance in accordance with the district's security plan/crisis management plan.
6. Participates in the district's/school's emergency and crisis management plan as assigned.
7. Notifies police, fire department, or other appropriate authority of any situation requiring immediate attention.

Record-keeping and customary reporting

1. Records all observations and conditions, and reports unusual occurrences or property damage to superiors and documents rule violations.
2. Submits written reports of all incidents of vandalism, violence, illegal drug activity, and security violations.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment as may be assigned.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

ADOPTED: June 11, 2019

LEGAL REFERENCES:

N.J.S.A. 18A:6-7.1 Criminal history record

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

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

N.J.A.C. 6A:16 Programs to support student development

See particularly:

6A:16-5.1 School safety and security plans

6A:16-5.3 Incident reporting of violence, vandalism, and alcohol and other drug abuse

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.