



SECTION                    1150  
CATEGORY                Administration  
SUB-CATEGORY         School Safety Specialist

**QUALIFICATIONS:**

1. New Jersey State Certification as a School Administrator.
2. Currently employed by the school district in a separate administrative position.
3. Exceptional writing, oral, interpersonal, and analytical skills.
4. Knowledge of applicable laws, regulations and procedures.
5. Required criminal history check and proof of US citizenship or legal alien status.
6. Such alternative or additional qualifications as the Superintendent or Board of Education may deem appropriate.

**REPORTING RESPONSIBILITIES**

The School Safety Specialist reports to the Superintendent of Schools.

**SUPERVISORY RESPONSIBILITY AND AUTHORITY**

The School Safety Specialist shall maintain line and staff authority in accordance with the Board of Education approved district organizational chart.

**JOB GOAL**

The School Safety Specialist, in accordance with Board policy and New Jersey Statute and guided by the administrative rules of the Superintendent, is a district-wide leader in the area of school security. The individual must have the necessary administrative leadership skills and abilities to organize and implement programs in connection with his or her responsibilities. The School Safety Specialist provides vision and leadership to district staff in the area of school safety and security. He or she organizes, manages, and evaluates effective and clear procedures for school safety and security based on applicable state and federal laws, Board policy and regulations, and best practice. The School Safety Specialist serves as the liaison between the school district and local, county, and state law enforcement as well as the Department of Education Office of School Preparedness and Emergency Planning.

**TERMS OF EMPLOYMENT**

Contract consistent with the agreement negotiated for the primary administrative position either with the applicable bargaining unit or through a twelve-month individual contract. Eligible for Benefits as per bargaining unit agreement or Board policy.

**PERSONAL EVALUATION**



The School Safety Specialist shall be evaluated in writing in line with state requirements and Board of Education policy and regulation by the Superintendent of Schools at least once each year. The evaluation shall be based in part on the performance of the responsibilities indicated in this position description and be included in the evaluation for the primary administrative position.

## **PERFORMANCE RESPONSIBILITIES**

### **A. School Safety Specialist**

1. Supervises and provides oversight for all school safety and security personnel.
2. Ensures safety and security policies and procedures are in compliance with state laws and regulations.
3. Provides the necessary training and resources to school district staff in matters relating to school safety and security.
4. Serves as the district's liaison with local law enforcement, as well as national, state and community agencies and organizations, in matters of school safety and security.

### **B. Other Duties**

1. Maintains confidentiality in all areas of the assignment.
2. Assumes other duties and responsibilities incidental to the office or as assigned by the Superintendent of Schools.
3. Adheres to all district policies and regulations, including but not limited to:
  - a. Teaching Staff Member/School District Reporting Responsibilities – 3159
  - b. Physical Examination – 3160
  - c. Substance Abuse – 3218
  - d. Electronic Communications between Teaching Staff Members and Students – 3283
  - e. Sexual Harassment – 3362

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Adopted: 2018 August 28