

JOB DESCRIPTION

I. TITLE

Security Guard

II. PRIMARY FUNCTION

To provide security and protection for pupils, staff and school property and assist in delivering a safe, orderly learning environment for pupils.

III. REPORTS TO

Superintendent and/or designee

IV. QUALIFICATIONS

- High School diploma or equivalent and valid New Jersey driver's license
- Required criminal history background check and proof of U.S. citizenship or legal alien status
- Evidence of good moral character
- Experience in law enforcement or as a security officer
- Ability to provide a positive role model for pupils
- Evidence of good physical health
- Knowledge of security measures and crowd control
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

V. MAJOR DUTIES AND RESPONSIBILITIES

- Patrol and monitor parking lots and school buildings during assigned work hours to protect against illegal entry, acts of violence, vandalism, illegal drug activity, arson, and theft
- Conducts regular inspections of windows, doors, and other points of entry to ensure that they are secure.
- 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.
- Checks identification of pupils, staff, and visitors entering the school.
- Participates in the district's/school's emergency and crisis management plan.
- Assist in supervision of students, parents and adults at evening school sponsored events when assigned
- Establish and maintain contact with students in order to work with them in a cooperative manner
- Develop and maintain daily communication with the administration, guidance department and teachers
- Refer to duty teacher or assistant principal those students who fail to comply with school rules
- Escort students to office as directed
- Continuously monitor school security cameras during assigned work hours
- Intervene in student confrontations
- Participate in required training
- Participates in faculty meetings as needed
- Records all observations and conditions and reports unusual occurrences or property damage immediately to superiors and documents rule violations.
- Submits written reports of all incidents of vandalism, violence, illegal drug activity, and security violations.
- Manage traffic concerns
- Supervise student lunch periods on a daily basis
- Be present in assigned areas of the building(s) and/or campus to assist in maintaining order
- Patrol all Board of Education property during the summer months when school is not in session
- Performs such other duties as may be assigned by the Superintendent or designee

VI. TERMS OF EMPLOYMENT

Work year and salary as per BOE/ETEA contract

VII. EVALUATION:

Performance to be evaluated by Superintendent and/or Designee

Job Description/Section IX SECURITY GUARD

APPROVED: August 26, 2013