

CARLSTADT-EAST RUTHERFORD REGIONAL BOARD OF EDUCATION

BUILDINGS AND PLANT OPERATIONS

Administrative Regulations

TITLE: CONSTRUCTION RELATED SECURITY MONITOR

QUALIFICATIONS:

1. Hold a high school diploma, completion of college level coursework preferred.
2. Previous experience in public school monitoring and/or security preferred.
3. Have excellent integrity and demonstrate good moral character and initiative.
4. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Principal

JOB GOAL: The security guard promotes attitudes of student responsibility and assists the professional staff with the safety of students and staff and the security of the facilities.

TERMS OF EMPLOYMENT: Temporary, at-will employee, compensation primarily for days when students are in attendance paid at the currently approved rate for substitute teachers. No medical or other fringe benefits. **Position will terminate upon completion of the current construction project.**

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy.

Major Responsibilities and Duties:

The Construction Security Monitor Shall:

1. Patrol and monitor hallways, stairwells, appropriate toilet facilities, outside facilities, and other public and unsupervised places of the school to ensure the safety and well-being of students and staff and the security of the facility.
2. Ensure that all exterior points of ingress and egress are appropriately secured especially that all exterior doors are locked at all times.

3. Ensure a smooth traffic flow of students through the hallway, assisting students with on-time arrival to class and to assigned locations.
4. Supervise in the cafeteria with breakfast, morning arrival, and afternoon dismissal of students.
5. Assist the professional staff, police, and emergency personnel in handling emergencies or disruptive situations.
6. Encourage and ensure that students wear identification badges.
7. Assist visitors with direction and secure proper identification.
8. Challenge unauthorized visitors and conform to established protocol accordingly.
9. Report any discipline infractions, unauthorized visitors, and acts of vandalism to the Principal. Notify the building administrations, police and/or appropriate emergency personnel of any emergency potentially dangerous or unusual situations.
10. Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor, and not otherwise prohibited by law.

Communication

1. Establish and maintain open communication with school principal, supervisors, and administration.
2. Maintain professional relationship with colleagues, students, parents, and community members.

APPROVED BY: Board of Education

DATE: October 10, 2012

REVISED: _____

EMPLOYEE SIGNATURE: _____ DATE: _____