



**RANDOLPH TOWNSHIP SCHOOLS**  
25 SCHOOL HOUSE ROAD, RANDOLPH, NJ 07869

**JOB DESCRIPTION**

**TITLE:**

Security Supervisor

**REPORTS TO:**

Superintendent and/or  
Business Administrator

**QUALIFICATIONS:**

A minimum of 15 successful years in professional law enforcement preferred.

**GENERAL DESCRIPTION:**

The Security Supervisor's main function shall be to supervise the protection of students, personal property, and school facilities.

**RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO:**

1. Ensures that traffic at the front entrance of the school property and all traffic shall be stopped whenever students are in or waiting to cross the driveway.
2. Supervises patrol of all parking lots to see that cars are safeguarded.
3. Oversees, checks and stops, if necessary, of cars entering school property to determine whether occupants have legitimate business on school property.
4. Checks any person who appears to be loitering on school property or in school buildings. If any person refuses to follow instructions, the security guard must report the incident to the administration as soon as possible.
5. Organizes and supervises patrols of the parking lot and entire campus area throughout the school day.
6. Consults with principals concerning any problems or situations that may affect the safety and security of students and property.
7. Keeps a daily log of any reported student infractions.
8. Assists during emergency drills and works closely with administration to facilitate safe and efficient drills.
9. Assists with the assigning of parking where appropriate.
10. Observes and evaluates ram guards and security guards bi-annually.
11. Performs such other tasks and assume such other responsibilities as assigned by the Superintendent and/or Business Administrator.

**WORK YEAR:** Twelve – month position

**DATE APPROVED:**

October 18, 2016

**BY:**

Board of Education