

**SAYREVILLE PUBLIC SCHOOL DISTRICT  
School Safety and Security Specialist**

**QUALIFICATIONS:**

1. Law Enforcement Experience
2. Holds NJDOE School Safety Specialist Certification - Preferred
3. Demonstrated knowledge, skills, and abilities in communication skills and school security.
4. Eligible for Class III Law Enforcement - Preferred
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable
6. Must possess a valid NJ Motor Vehicle Operator's License
7. Must possess a valid NJ Permit to Carry a Handgun
8. AED / CPR Certified preferred

**PRIMARY FUNCTION:**

To serve as the district School Safety Specialist as outlined by the New Jersey Department of Education requirement, 18A:17-43.2 to 18A:17-43.3 of the New Jersey Statutes.

To serve as the director of district safety and security operations

Maintain a safe and secure environment for students, employees and visitors

**REPORTS TO:**

Superintendent of Schools/Assistant Superintendent

**TERMS OF EMPLOYMENT:**

Contract terms and rate of compensation to be determined by the Board of Education.

**PRIMARY PERFORMANCE RESPONSIBILITIES:**

1. Supervise, evaluate, and oversee all school safety and security personnel, policies, regulations, and procedures in the school district.
2. Ensure that policies and procedures are in compliance with Federal, State, and local law and regulations and that all staff are acting in accordance with such policies and procedures.
3. Provide the necessary training and resources to school district staff in matters relating to school safety and security.
4. Serve as the school district liaison with local law enforcement, as well as national, state, and community agencies and organizations, particularly with matters pertaining to school safety and security.
5. Update and maintain the district Crisis Management & Emergency Procedures Manual.
6. Update and maintain the district Emergency Management Software Platform.
7. Manage and coordinate maintenance of district security hardware/software systems.
8. Coordinate all safety/security drills with school administration and local law enforcement/OEM.
9. Perform residency checks and coordinate truancy and/or welfare checks.
10. Coordinate and schedule security for before/after school events and programs.
11. Implement rules, regulations, and policies related to student and staff parking.
12. Prepare reports dealing with district safety and security.
13. Assist school/district administration in safety and security investigations as needed and appropriate.
14. Assist school/district staff in matters of truancy and truancy investigations.
15. Collaborate with district/school staff and law enforcement in matters of investigations related to safety and security.
16. Perform other duties which may be within the scope of his/her employment and certification(s) as may be assigned by the Superintendent of Schools under authority of the Board of Education.

DATE ADOPTED BY BOARD: December 18, 2018