



BRIDGEWATER-RARITAN REGIONAL SCHOOL DISTRICT
Job Description Manual

SECTION **CENTRAL ADMINISTRATION**

CATEGORY **CLASSIFIED PERSONNEL**

TITLE **ASSISTANT DISTRICT SECURITY COORDINATOR**

QUALIFICATIONS

1. Associate's Degree
2. Law Enforcement Experience.
3. Strong organizational skills, with an ability to:
 - a. Make decisions in accordance with established policies and regulations.
 - b. Understand and follow directions while working independently.
 - c. Assist with a variety of projects, while working in a team environment.
4. Extensive knowledge of access control and surveillance camera systems.
5. Outstanding communication skills.

PREFERRED

1. Bachelor's Degree
2. Prior experience as a School Resource Officer.
3. Experience in community law enforcement.
4. Experience in procuring grants for security upgrades.
5. NJ School Safety Specialist certification.

REPORTING RESPONSIBILITIES

The Assistant District Security Coordinator is directly responsible to the Superintendent of Schools, the Assistant Superintendent for Personnel, and the District Security Coordinator.

JOB GOAL

The Assistant District Security Officer will provide leadership and guidance on a district level for all security-related procedures. The Assistant District Security Coordinator will implement practices in our schools for the purpose of enhancing the safety and security of our students and faculty. The Assistant District Security Coordinator will organize district coverage of School Resource Officers (SRO), Class III Officers, and Security Personnel.



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TERMS OF EMPLOYMENT

10 months plus twenty days (204 days).
Benefits as described in Board policy.

PERSONAL EVALUATION

The performance of this job will be evaluated annually in accordance with the NJ State law and the provisions of the board's policy on evaluations.

PERFORMANCE RESPONSIBILITIES

1. Maintains confidentiality in all areas of assignment
2. Adheres to all district policies and regulations, including but not limited to:
 - a. Support Staff Member/School District Reporting Responsibilities – 4159
 - b. Physical Examination – 4160
 - c. Substance Abuse – 4218
 - d. Electronic Communications between Support Staff Members and Students – 4283
 - e. Sexual Harassment – 4352
 - f. Harassment, Intimidation, and Bullying – 5512
3. Evaluate and implement a traffic plan that facilitates a safer and more effective drop-off and pick-up at all of our district schools.
4. Conduct required safety drills in collaboration with Administration and local law enforcement.
5. Evaluate the effectiveness of drills and offer professional development ideas to the Superintendent and Assistant Superintendent of Personnel.
6. Monitor the cameras installed throughout the district and work with the Superintendent to enhance total coverage.
7. Evaluate the district's two-way radio communications. This includes the replacement of radios and the establishment of protocols while using communications systems.
8. Collaborate with the District Security coordinator to create a 5-year security plan that may include the following items:
 - a. Enhanced building entry security
 - b. Enhancement of Video Surveillance
 - c. Evaluation of drills and overall preparedness.
 - d. Enhancement of student drop-off and pick-up procedures.
 - e. Reinforcement of our cybersecurity protocols.

Perform other duties as may be required due to emergency situations or upon the direction of the Superintendent of Schools or Assistant Superintendent of Personnel.

PHYSICAL DEMANDS



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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: 05 April 2022