

**Middletown Township Board of Education
Middletown, New Jersey 07748**

JOB DESCRIPTION

Title: Director of Safety and Security

Qualifications: NJDOE School Security Specialist

Experience in Law Enforcement

Experience in Security Planning and Management

Experience in dealing with children and adolescents

Reports To: Assistant Superintendent for Student Support Services

Job Goals: Ensure each school and environment is an inviting and safe place in which to work and learn. Oversee security and safety planning and management in the district. Supervise and evaluate all district security staff. Supervise the Security Investigator and provide guidance in carrying out a systematic approach to school safety and security, and verify the residency of students as needed.

**Performance
Responsibilities:**

1. Coordinate security planning and procedures for the district in order to provide for safe, secure, and orderly schools
2. Research and implement best practices in school security management by attending state and other security training opportunities and maintaining currency with technologies and protocols for maintaining safe school environments
3. Actively supervise district security staff
4. Be a daily presence in district schools
5. Review and revise district crisis plans and school security plans with district and building level administration on an ongoing basis. Coordinate interaction with NJDOE – Office of School Preparedness and Emergency Planning
6. Serve as the appointed liaison with the Middletown Township Police Department, Office of Emergency Management, Fire Department, and Emergency Medical Services to review plans and coordinate efforts to keep district schools safe. Conduct investigations and prepare reports as needed

7. Monitor and assess security infrastructure on an ongoing basis including, but not limited to surveillance systems, emergency communication devices, fire and burglar alarm systems, visitor and emergency management systems, automatic external defibrillators and supplies, points of access and egress, locks, security lighting outside of the building, signage related to security, etc. Create action plans for security improvement as needed, and coordinate efforts to carry out these action plans
8. Review Board policy on crisis management and school security to ensure compliance and work with district administration to revise regulations as needed to provide a safe, secure and orderly school environment
9. Plan and conduct professional development workshops for all district security staff, district administrators, teachers, and other staff in the areas of school security procedures, student behavior management, safe physical management, crisis management, and risk assessment
10. Promote safe and appropriate use of the Internet and social media by working with building administration, technology staff, and law enforcement to investigate inappropriate use of Internet and social media activity as needed, and provide student, parent, and staff training on Internet and social media safety
11. Assess and plan for district events including graduations, sporting events, and proms
12. Ensure security for all district events as needed and train building user groups in security procedures
13. Assist Human Resources in conducting confidential investigations as required
14. Monitor the review of domicile and affidavit student documentation as well as any investigations of residency
15. Oversee the process of being legal action pertaining to attendance, including preparation of necessary reports and attendance in court when cases are being heard
16. Accept other responsibilities as assigned by district level and building level administration that are deemed necessary for the completion of the mission of the school and district.

**Terms of
Employment:**

Twelve-month year

Evaluation:

Performance of this job will be evaluated in accordance with the Board's policy

Approved By:

Board of Education

Date: