



RANDOLPH TOWNSHIP SCHOOLS
 25 SCHOOL HOUSE ROAD, RANDOLPH, NJ 078
JOB DESCRIPTION

TITLE:	Safety Officer	REPORTS TO:	Director of Security
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QUALIFICATIONS:	<ul style="list-style-type: none"> • High School diploma or equivalent • Valid NJ driver’s license • Prior law enforcement, military or employed working with adolescents preferred • Good communication skills • SORA Red/RPO certified • Permit to carry a handgun • Compliance with all statutory regulations and district requirements for securing public school employment is required.
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GENERAL DESCRIPTION:

Provide for the safety and welfare of students, teachers and staff during classroom and non-classroom activities; minimizing the frequency and/or severity of harmful incidents; and communicating observations and/or incidents that have a potential impact on the general well-being of students, school personnel, and/or visitors.

RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

1. Ensures the safety of students, staff, and visitors through compliance with district procedures and state mandates.
2. Maintains all security certifications as required by the district; collaborates with building and district administration in training personnel as necessary.
3. Visually checks and stops, if necessary, cars entering or leaving school property to determine whether occupants have legitimate business on or off school property.
4. Checks any person who appears to be loitering on school property. If such person does not have legitimate business on school property, he/she should be advised to leave. If any person refuses to follow instructions, the safety officer must immediately report the incident to the administration.
5. Monitors access points to each district building and ensures proper operation of all cameras, gates, doors, and locking mechanisms, submitting work orders as necessary.
6. Assists during emergency drills and works closely with administration to facilitate safe and efficient drills.
7. Assists building administration in transporting students and/or staff members in emergency situations for medical treatment, or when an individual is asked to leave district property.
8. Responsible for visitor management and monitoring camera system in real-time.
9. Performs such other tasks and assume such other responsibilities as assigned by the Director of Security.

WORK YEAR: Ten month or ten plus one month position

DATE APPROVED:	October 16, 2018 (formerly Security Guard)
DATE REVISED	May 11, 2023
BY:	Board of Education