

**Union County Educational Services Commission  
Job Description**

**Att. 15)**

**Job Title:** School Safety Specialist

**Reports To:** Superintendent

**Terms of Employment:** Part-Time, 12-Months

**Scope of Position:**

The School Safety Specialist will promote safe and secure educational environments for all students and staff by overseeing safety and security policies, procedures and personnel under the guidance and supervision of the Superintendent in accordance with P.L. 2017 c.162.

**Qualifications:**

1. Standard administrative certificate issued by the New Jersey Department of Education, per N.J.A.C. 6A:9-2.1.
2. Minimum of three to five years highly successful experience as a School Administrator.
3. Successful completion of coursework included in the School Safety Specialist Academy, as determined by the New Jersey Department of Education.
4. Highly effective communication and interpersonal skills needed to relate well with administration, teachers, support staff, students and members of the local community.

**Responsibilities:**

1. Supervise and provide oversight for all school safety and security personnel.
2. Ensure safety and security policies are in compliance with State laws and regulations.
3. Provide the necessary training and resources to school district staff in matters relating to school safety and security (in collaboration with the Director of Curriculum).
4. Serve as the district liaison with local law enforcement, as well as national, state, and community agencies and organizations, in matters of school safety and security.
5. Serve as an information resource to administrative and educational staff regarding all laws, policies, regulations, procedures related to school safety and security.
6. Maintain confidential records concerning matters of school safety and security in accordance with federal and state laws and district record-keeping policies.
7. Complete all district and state reports concerning matters of safety and security in a timely and accurate manner.
8. Increase professional standards and knowledge on national and state best practices, as well as current resources on school safety and security, through workshop attendance, professional affiliations and other activities in accordance with district guidelines.
9. Identify grant opportunities from various federal, state and other appropriate sources with the goal of obtaining funding for relevant school safety and security programs
10. Perform such other tasks and assume such other responsibilities within the scope of the position as may be assigned by the Superintendent.

Board Approved: