

**CUMBERLAND REGIONAL SCHOOL DISTRICT  
SEABROOK, NEW JERSEY**

**JOB DESCRIPTION**

**ASSISTANT SECURITY COORDINATOR (day program)**

**QUALIFICATIONS**

1. High school diploma or equivalent.
2. High moral character.
3. Ability to work with young people in a balanced yet determined manner.
4. Exemplary work habits.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**REPORTS TO**

Security Coordinator.

**JOB GOAL**

To monitor student activity during the regular school day.

**PERFORMANCE RESPONSIBILITIES**

1. Assists the Security Coordinator in all aspects of school security.
2. In absence of Security Coordinator, monitors security personnel.
3. Monitor student movement throughout the school day.
4. Monitor parking lot and exits of building to insure that students do not leave school premises without permission.
5. Monitor lavatories.
6. Maintain close contact with Assistant Principals – Student Activities/Security through two-way radio and classroom telephones.
7. Assist assistant principals in all student management tasks as needed.
8. Other responsibilities as assigned by Security Coordinator/Principal and/or designee(s).

**TERMS OF EMPLOYMENT**

September 1 to June 30 of each school year. Work day consists of eight (8) hours. Salary annually determined by Cumberland Regional Board of Education.

**EVALUATION**

Performance of this position will be evaluated by the Security Coordinator/Principal in accordance with the provisions of Board of Education policy.

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APPROVED BY: **Cumberland Regional Board of Education**  
DATED: **June 10, 1999**  
AMENDED: **February 28, 2013**  
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