

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

**JOB DESCRIPTION**

**SECURITY GUARD (UNARMED/ARMED)**

**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.

**IF BEING HIRED AS AN ARMED GUARD:**

6. Must be a retired law enforcement officer.
7. Valid permit to carry a handgun.
8. Valid permit to possess a handgun in a school building or on school grounds.

**REPORTS TO**

Security Coordinator/Principal or designee.

**JOB GOAL**

To monitor student activity during assigned shift.

**PERFORMANCE RESPONSIBILITIES**

1. Monitor student movement throughout assigned shift.
2. Monitor parking lot and exits of building to insure that students do not leave school premises without permission.
3. Monitor halls, lavatories, locker rooms, gym, auditorium, cafeteria, etc.
4. Maintain close contact with Assistant Principals – Student Activities/Security through two-way radio and classroom telephones.
5. Possess awareness of the building procedure to follow in the event of an emergency or disaster.
6. Notify the building administration, policy, and/or appropriate emergency personnel of any emergency, potentially dangerous or unusual situations.
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. 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 13, 1996**  
AMENDED: **June 10, 1999**  
AMENDED: **February 27, 2014**  
AMENDED: **July 23, 2015**  
AMENDED: **December 20, 2018**