

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

JOB DESCRIPTION

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. Experience in law enforcement.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO

Superintendent/Principal or designee(s).

JOB GOAL

To monitor student activity during the regular school day and train and monitor security force.

PERFORMANCE RESPONSIBILITIES

1. Monitor student movement through the school day.
2. Monitor parking lot and exits of building to insure that students do not leave school premises without permission.
3. Monitor lavatories.
4. Maintain close contact with Assistant Principal – Student Activities/Security through two-way radio and classroom telephones.
5. Assist assistant principals in all student management tasks as needed. This may include transporting students to and from medical facilities in drug, alcohol, and/or substance abuse incidents.
6. Train security personnel.
7. Supervise security personnel.
8. Investigate residency issues.
9. Train staff in crisis intervention.
10. Liaison for Juvenile/Judicial Council.
11. Liaison to state and county law enforcement.
12. Represent district at county and state events.
13. Other responsibilities as assigned by Superintendent/Principal and/or designee(s).

TERMS OF EMPLOYMENT

September 1 to June 30 of each school year plus 4 weeks in the summer. 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 Superintendent/Principal in accordance with the provisions of Board of Education policy.

APPROVED BY: **Cumberland Regional Board of Education**
DATED: **August 14, 1997**
AMENDED: **June 10, 1999**
AMENDED: **November 14, 2002**
AMENDED: **February 14, 2008**
AMENDED: **February 12, 2009**
AMENDED: **January 24, 2013**
AMENDED: