KINGSWAY REGIONAL SCHOOL DISTRICT
JOB DESCRIPTION

School Security Aide

(Approved: 8/24/2017)

Qualifications:

1. Completion of a minimum of sixty (60) college credits OR two (2) years of full-time, paid experience in school security or its equivalency.
2. Hold or be eligible to hold a Substitute Teacher or NJ Teaching Certificate
3. Demonstrates an aptitude for the work to be performed

Job Goal: The School Security Aide shall provide security and surveillance of the areas assigned, note and report irregularities, dangerous practices and conditions, accidents, fires and other acts or circumstances, requiring police or other action, which affect the health and welfare of students and school personnel.

Reports to: Superintendent and/or designee

Performance Responsibilities:

- The School Security Aide shall take necessary action as to trespassers, suspicious persons and conditions, and report significant action, occurrences and conditions.
- The School Security Aide shall assist with the reporting of conduct of criminal or delinquent activity to law enforcement in compliance with the uniform state memorandum of agreement between education and law enforcement officials.
- The School Security Aide may be requested to assist law enforcement officials during police investigations of offenses occurring off school property, provided such investigations relate to students attending the school to which the School Security Aide is assigned.
- The School Security Aide shall warn/detain violators of the law when necessary, and promptly report and refer to law enforcement officials.
- The School Security Aide shall testify in court, as needed.
- The School Security Aide shall complete timely and accurate reports in accordance with the requirements of the school district.
- The School Security Aide may be requested to assist law enforcement officials on school property, in traffic control as necessary.
- The School Security Aide shall recommend measures to protect school and personal property from damage and theft.
- The School Security Aide shall assist school personnel in dealing with emergencies.
- The School Security Aide shall supervise security at school activities and public meetings as directed.
- The School Security Aide shall assist in truancy investigations.
- The School Security Aide shall assist in the investigation of parents or guardians who may be sending nonresident children to the school.
- The School Security Aide shall advise the principal on matters dealing with the proper handling and security of money, personal possessions and valuable property.
- The School Security Aide shall assist the principal on matters dealing with the enforcement of child custody orders or domestic violence restraining orders.
- The School Security Aide shall coordinate the sharing of delinquency information between the school and the police department, as provided for by N.J.S.A.2A:4A:60.
- The School Security Aide shall provide assistance in programs for peer mediation and peer leadership.

KINGSWAY REGIONAL SCHOOL DISTRICT
JOB DESCRIPTION

School Security Aide

(Approved: 8/24/2017)

- The School Security Aide may act as an instructor for specialized, short-term programs involving a range of topics such as security, crime prevention, drug and alcohol education, the criminal and juvenile justice system, and related topics.
- The School Security Aide shall coordinate his or her activities with the principal and staff.
- Performs related duties as directed by school administration.

Employment conditions:

Contract year:	September 1 to June 30 (10 Mos.)
Job Family	Hourly Employee
Pay Grade/Compensation Structure:	G19
Evaluation:	In accordance with Board policy