

SAYREVILLE PUBLIC SCHOOL DISTRICT
Supervisor of School Safety and Security

QUALIFICATIONS:

1. Law Enforcement Experience - Preferred
2. Holds NJDOE School Safety Specialist Certification - Preferred
3. Demonstrated knowledge, skills, and abilities in communication skills and school security.
4. Holds NJ SORA Certification
5. Holds a NJ Permit to Carry a Handgun
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable
7. Must possess a valid motor vehicle operator's license
8. AED / CPR Certified preferred

PRIMARY FUNCTION:

To serve as a district School Safety Specialist as outlined by the New Jersey Department of Education requirement, 18A:17-43.2 to 18A:17-43.3 of the New Jersey Statutes.

Maintain a safe and secure environment for students, employees and visitors

REPORTS TO:

Superintendent of Schools/Assistant Superintendent

TERMS OF EMPLOYMENT:

Contract terms and rate of compensation to be determined by the Board of Education.

PRIMARY PERFORMANCE RESPONSIBILITIES:

1. The school safety specialist shall be responsible for the supervision of all subordinate school safety and security personnel in the school district.
2. Supervises and coordinates security operations and security staff for after school and weekend events and programs.
3. Ensures all district buildings are secured at closing hours.
4. Ensure that all staff are acting in accordance with such policies and procedures related to school safety and security.
5. Assists the Director of District Safety and Security Operations in providing the necessary training and resources to school district staff in matters relating to school safety and security.
6. The school safety specialist shall serve as a secondary school district liaison with local law enforcement and national, State, and community agencies and organizations in matters of school safety and security in coordination with the Director of District Safety and Security Operations.
7. Assist in updating and maintaining the district Crisis Management & Emergency Procedures Manual.
8. Assist in coordinating maintenance of district security hardware, software, radio communications, cameras, video management, and access control systems.
9. Assist in conducting safety/security drills and coordinates security operations at reunification sites in the event of an emergency situation.
10. Perform residency checks and coordinate welfare checks.
11. Assists in enforcing rules, regulations, and policies relating to student and staff parking and traffic flow on school grounds.
12. Assists in preparing reports dealing with district safety and security.
13. Assists the Director of district safety and security in approved investigations as needed and appropriate.
14. Assist the Director of District Safety and Security in matters of truancy and truancy investigations.
15. Works cooperatively with district/school staff and law enforcement at the direction of the Director of District Safety and Security in matters of investigations related to safety and security.

DATE ADOPTED BY BOARD: