

**SAYREVILLE PUBLIC SCHOOL DISTRICT**  
**Director of School Safety and Security**

**QUALIFICATIONS:**

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

**PRIMARY FUNCTION:**

To serve as the Director of District Safety and Security Operations

To serve as the 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 Director of District Safety and Security Operations shall be responsible for the supervision, evaluation, and oversight for all school safety and security personnel.
2. Ensure that policies and procedures related to school safety and security are in compliance with Federal, State, and local law and regulations and that all staff are acting in accordance with such policies and procedures.
3. Provide the necessary training and resources to school district staff in matters relating to school safety and security.
4. The Director of District Safety and Security Operations shall serve as the school district primary liaison with local law enforcement and national, State, and community agencies and organizations in matters of school safety and security.
5. Update and maintain the district Crisis Management & Emergency Procedures Manual.
6. Update and maintain the district Emergency Management Software Platform.
7. Manage and coordinate maintenance of district security hardware/software systems.
8. Coordinate all safety/security drills with school administration and local law enforcement/OEM.
9. Perform residency checks and coordinate welfare checks.
10. Coordinate and schedule security for before/after school events and programs.
11. Implements rules, regulations, and policies relating to student and staff parking and traffic flow on school grounds.
12. Prepares reports dealing with district safety and security.
13. Assists school/district administration in safety and security investigations as needed and appropriate.
14. Assist school/district staff in matters of truancy and truancy investigations.
15. Works cooperatively with district/school staff and law enforcement in matters of investigations related to safety and security.

**DATE ADOPTED BY BOARD:**