

# **JOB DESCRIPTION**

## **PATERSON BOARD OF EDUCATION**

**SECURITY**  
**4710 Security Officer**  
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**JOB TITLE:**           **SECURITY OFFICER**

**REPORTS TO:**       Director of School Security or designee

**SUPERVISES:**       Students, under the authority of the Principal and Director of School Security.

### **NATURE AND SCOPE OF JOB:**

The Security Guard promotes attitudes of student responsibility and assists the professional staff with the safety of students and staff and the security of the facilities.

### **QUALIFICATIONS:**

The Security Officer shall:

1.     Hold a high school diploma or its equivalent.
2.     Have three (3) years of experience as a security officer and show evidence of successful experience working with students.
3.     Hold and maintain a valid driver's license with no serious violations.
4.     Have excellent integrity and demonstrate good moral character and initiative.
5.     Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
6.     Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
7.     Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
8.     Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
9.     Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
10.    Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.

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11. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

### **VERIFICATION OF COMPETENCY:**

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, other professional sources.
4. Employment interview.

### **EMPLOYMENT TERMS:**

The Security Officer shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time and conditions as specified in the Collective Bargaining Agreement.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

### **JOB FUNCTIONS AND RESPONSIBILITIES:**

The Security Officer shall:

1. Patrol and monitor hallways, stairwells, toilet facilities, outside facilities, and other public and unsupervised places of the school to ensure the safety and well-being of students and staff and the security of the facility.
2. Ensure a smooth traffic flow of students through the hallways, assisting students with on-time arrival to class and to assigned locations.
3. Assist with supervision in the breakfast and lunch periods and with morning arrival and afternoon dismissal of students.
4. Remove disruptive students from classes when needed.
5. Assist the professional staff, police, and emergency personnel in handling emergencies or disruptive situations.
6. Encourage and ensure that students wear identification badges.
7. Assist visitors with directions and secure proper identification.
8. Challenge unauthorized visitors and escort them to exits.

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9. Report any discipline infractions, unauthorized visitors, and acts of vandalism to the Principal. Notify the building administration, police, and/or appropriate emergency personnel of any emergency, potentially dangerous, or unusual situations, following Policy and Regulation 8441, Care of Ill and Injured Pupils.
10. Notify immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
11. Assist the Parent Liaison, Attendance Officer, School Nurse or members of the Child Study Team with home visits as needed.
12. Assist the Behavior Management Technician as needed.
13. Participate in appropriate in-service and workshop programs.
14. Promote student responsibility for behavior and attitude by serving as a role model and dressing and grooming professionally.
15. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
16. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
17. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
18. Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor, and not otherwise prohibited by law or regulation.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.

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3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

### ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

### EVALUATION:

The Director of School Security, Building Principal, Lead Teacher or designee shall evaluate the Security Officer in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as established now or hereafter by the Board of Education.

  
Approved

12/10/03  
Date