

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

SECURITY
4703 Supervisor of Security Services
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REVISED

JOB TITLE: SUPERVISOR OF SECURITY SERVICES

REPORTS TO: Director of School Security

SUPERVISES: Designated Security Personnel

NATURE AND SCOPE OF JOB:

The Supervisor of Security Services serves the educational process by protecting students and staff members from harm and by protecting school-owned property from loss or damage. He reports directly to the Director of School Security.

QUALIFICATIONS:

The Supervisor of Security Services shall:

1. Hold a high school diploma or its equivalent.
2. Have five (5) years of relevant work experience as a security officer, including two years experience in a supervisory capacity.
3. Have specialized training in security procedures and techniques.
4. Hold and maintain a valid driver's license with no serious violations.
5. Have excellent integrity and demonstrate moral character and initiative.
6. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
8. 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.
9. 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.

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10. 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.
11. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
12. 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 Supervisor of Security Services shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time and conditions as negotiated.
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 Supervisor of Security Services shall:

1. Advise immediate supervisor on all security matters.
2. Prepare drafts of security plans for approval.
3. Prepare and administer the security department budget.
4. Evaluate the district's security program on a continuing basis and recommend changes as necessary.
5. Supervise and coordinate security at all district-sponsored meetings as directed.

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6. Work closely with building principals in the coordination of security programs.
7. Consult with building principals, lead teachers, and head custodians on methods of increasing security in and about the premises of each school.
8. Establish and administer rules and procedures regarding availability and custody of all keys to district facilities. Ensure that locking and checking of all district facilities during hours when not in use are performed.
9. Work with Purchasing Officer to acquire security equipment that is appropriate to the needs of the school district.
10. Review annually job description performance responsibilities of all school security personnel and recommend changes as necessary to meet school security needs.
11. Recruit security personnel, coordinate their work, and assist in evaluation of their performance.
12. Provide input into the development and implementation of an in-service training program for security personnel and other staff members who have security responsibilities.
13. Serve as a resource person for district staff, parents, and students on school security issues and concerns.
14. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
15. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
16. Participate in appropriate in-service and workshop programs and attend any required meetings.
17. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
18. 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.
19. 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.

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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.
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.

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EVALUATION:

The Director of School Security shall evaluate the Supervisor of Security Services 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.

Michael E. Blawie
Approved

10/29/07
Date