

# JOB DESCRIPTION

## PATERSON BOARD OF EDUCATION

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**4725 Director of School Safety**  
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### REVISED

**JOB TITLE:** DIRECTOR OF SCHOOL SAFETY

**REPORTS TO:** State District Superintendent

**SUPERVISES:** Security Personnel

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

The Director of School Safety coordinates building safety, and law enforcement throughout the school district. The Director works in collaboration with the Assistant Superintendent for Operations, the Director of Student Support Services, and building principals to establish appropriate regulations, procedures, and plans to ensure safe and secure school facilities. The Director works in conjunction with the Director of Human Resources and Board Counsel to conduct internal investigations and refer incidents to Federal and State Law enforcement agencies.

#### **QUALIFICATIONS:**

The Director of School Safety shall:

1. Hold a Bachelor's degree from an accredited college or university.
2. Have extensive work with law enforcement agencies.
3. Be able to work with police and safety personnel as well as school district staff.
4. Hold and maintain a valid driver's license with no serious violations.
5. Have excellent integrity and demonstrate good 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.

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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 person's offense in accordance with 18A:6-7.1.
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 Director of School Safety 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 Director of School Safety shall:

1. Serve as the school district's liaison to the Paterson Police Department, the Juvenile Justice System, DYFS, and other related agencies.
2. Establish clear lines of accountability and command within the school safety forces.
3. Develop school safety plans that would help direct emergency responses.
4. Establish and maintain a district Safety program, including:
  - Appropriate lighting and signage;
  - Building safety systems;
  - Building surveillance systems;
  - Equipment identification procedures;
  - Student and personnel identification procedures;
  - Visitor registration and identification procedures;
  - Emergency plans for evacuations, lock downs, and other crisis;
  - Safety staff orientation and training programs;
  - Effective and efficient deployment of safety personnel; and
  - Coordination of services with local, State and Federal Law enforcement and emergency agencies.
5. In collaboration with the Director of Human Resources, recruit, employ and train safety personnel as required.
6. Direct the deployment of safety and law enforcement personnel to manage routine operations and emergency situations.
7. Develop a constructive, proactive departmental philosophy, establish attendance, dress, and performance objectives for safety personnel, and develop operational procedures to guide personnel in the performance of their duties.
8. Supervise district and contracted law enforcement and safety personnel.
9. In collaboration with building principals, establish appropriate policies and procedures for student discipline.

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10. Coordinate procedures for the referral of students and staff to the Federal, State and Local agencies as required.
11. Coordinate the compilation, analysis, and submission of substance abuse, violence and vandalism reports to the Board of Education and Federal, State and Local agencies as required.
12. Direct the internal investigation of incidents involving students and/or personnel in compliance with Federal law, New Jersey Statute and Administrative Code, District Policies and Procedures, and negotiated contractual agreements.
13. Advise architectural design teams for construction and renovation projects relative to school safety.
14. In collaboration with the Director of Professional Development, provide training for district staff in child abuse, Megan's Law, and other areas as required by Federal and State, and/or a local initiative.
15. Administer the budget for district safety to ensure the most cost-effective utilization of resources.
16. Coordinate district collaborative efforts with municipal agencies for accident investigations, crossing guard deployment, law enforcement, traffic management, protection of property, health and fire inspections, and the development of emergency plans.
17. Recommend policies, procedures and contract language to improve discipline, and safety.
18. Serve as the district liaison to Federal, State, County and Local investigative, law enforcement, and judicial agencies, civil defense and emergency planning committees.
19. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
20. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
21. Participate in appropriate in-service and workshop programs and attend any required meetings.
22. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.

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23. 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.
24. 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.
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.

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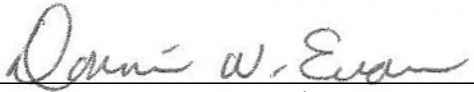
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4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

### **EVALUATION:**

The Superintendent of Schools shall evaluate the Director of School Safety in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established now or hereafter by the Board of Education.

  
Approved

08/20/2014  
Date