

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

SECURITY

4724 Coordinator of School Safety

Page 1 of 5

JOB TITLE: COORDINATOR OF SCHOOL SAFETY

REPORTS TO: Director of School Safety

SUPERVISES: Security Personnel

NATURE AND SCOPE OF JOB:

The Coordinator of School Safety coordinates school discipline, personal and building safety and security, and law enforcement throughout the school district. The Coordinator of School Safety works in collaboration with Director of School Safety to establish appropriate regulations, procedures, and plans to ensure safe and secure school facilities. The Coordinator of School Safety works in conjunction with the Director of School Safety to conduct internal investigations and refer incidents to Federal and State Law enforcement agencies.

QUALIFICATIONS:

The Coordinator of School Safety shall:

1. Have extensive work experience with law enforcement agencies.
2. Be able to work with police and security personnel as well as school district staff.
3. Hold and maintain a valid driver's license with no serious violations.
4. Hold a Bachelor Degree from an accredited college or university.
5. Minimum of (5) years supervisory experience in planning, organizing, and directing security or law enforcement protective service activities involving the protection/security of persons and property
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

SECURITY

4724 Coordinator of School Safety

Page 2 of 5

9. 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.
10. 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.
11. 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.
12. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
13. 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, mentors, or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Coordinator 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 Coordinator of School Safety shall:

1. Assist in establishing clear lines of accountability and command within the school security forces.
2. Assist in the administration of school safety plans that would help direct emergency responses.
3. Shall assist the Director of School Safety in establishing and maintaining a district safety and security program, including:
 - Building security systems
 - Building surveillance systems
 - Visitor registration and identification procedures
 - Emergency plans for evacuations, lock downs, and other crisis
 - Security staff orientation and training programs
 - Effective and efficient deployment of security personnel
 - Coordination of services with local, State and Federal Law enforcement and emergency agencies
4. Shall assist in directing the deployment of security and law enforcement personnel to manage routine operations and emergency situations.
5. Supervise district and contracted law enforcement and security personnel.
6. Shall assist the Director of Safety to 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.
7. Assist the Director of Safety with 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.
8. Assist in the Coordination of district collaborative efforts with municipal agencies for accident investigations, crossing guard deployment, law enforcement, traffic management, and protection of property. Recommend policies, procedures and contract language to improve discipline, safety and security.

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

SECURITY

4724 Coordinator of School Safety

Page 4 of 5

9. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
10. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
11. Participate in appropriate in-service and workshop programs and attend any required meetings.
12. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
13. 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.
14. Perform any duties and responsibilities that are within the scope of employment, as assigned by his/her 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.

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

SECURITY

4724 Coordinator of School Safety

Page 5 of 5

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 Safety shall evaluate the Coordinator 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.

Dr. Dennis Clancy

Approved

1-23-2009

Date

Signature on file in Human Resource Services.