Tenafly PUBLIC SCHOOLS

DOOR SECURITY MONITOR

Qualifications:

- High School Diploma or GED
- Proficient in computer applications pertinent to support the position
- Ability to work, plan, and organize with a minimum amount of direction
- Required criminal history background, proof of U.S. citizenship or legal resident alien status, physical examination, and other required paperwork
- Demonstrated organizational, communication and interpersonal skills are required.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Primary Function:

The Door Security Monitor assists in providing a safe and secure environment for staff and students by monitoring entry door and hall traffic and ensuring that building entry safety and security protocols are followed.

Direct Report:

Building Principal

Specific Duties and Responsibilities:

- Greets and positively identifies all building visitors
- Monitor the schedule of building events and keep track of individuals entering/leaving the school
- Monitor all school building security cameras
- Works with the building secretary to assess visitors' purpose for visiting
- Ensures all visitors follow building security protocol and sign in procedures
- Communicates with Principal, School Resource Officer, and other Administration as needed
- Immediately alerts building staff and other appropriate parties regarding any concerns
- Serves on the School-Based Behavioral Threat Assessment Team
- Attends all District required training including, but not limited to: CPR, AED/First aid, Active Shooter, etc.
- Performs other related duties as assigned

Terms of Employment:

10 month, hourly, Non-union position

Evaluation:

Will be evaluated by the building Principal and Business Administrator in accordance with New Jersey laws and regulations Tenafly Board of Education policy.

Board Approved:

Revised: