Attachment C- 2

SAYREVILLE PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION – SUPERVISOR OF SCHOOL SAFETY AND SECURITY

I. QUALIFICATIONS:

1. Law Enforcement Experience - Preferred
2. School Security Experience - Preferred
3. Holds NJDOE School Safety Specialist Certification - Preferred
4. Demonstrated knowledge, skills, and abilities in school security.
5. Strong verbal and written communication and interpersonal skills
6. Holds NJ SORA Certification
7. Holds a NJ Permit to Carry a Handgun
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable
9. Must possess a valid motor vehicle operator's license
10. AED / CPR certified preferred

II. REPORTS TO:

Superintendent of Schools/Assistant Superintendent and/or designee

III. PRIMARY FUNCTION/GOVERNING REQUIREMENTS:

To serve as a district school safety specialist as outlined by the New Jersey Department of Education requirement, 18A:17-43.2 to 18A:17-43.3 of the New Jersey Statutes.

Maintain a safe and secure environment for students, employees and visitors

Onsite supervision of evening and weekend security events including supervision of campus monitors on the 2:30pm-11:00pm assignment.

Assist the Director of District Safety and Security Operations in all aspects of school security and serve as the district's primary security administrator in the absence of the Director of District Safety and Security Operations

The supervisor shall perform all responsibilities in accordance with applicable federal and state laws and regulations, professional standards, Board of Education policies, administrative regulations, district procedures, approved evaluation systems, employment agreements, collective negotiations agreements, and authority delegated by the Superintendent or designee

IV. MAJOR DUTIES AND RESPONSIBILITIES:

1. The school safety specialist shall be responsible for the supervision of all subordinate school safety and security personnel in the school district
2. Supervises and coordinates security operations and security staff onsite during after school and weekend events and programs
3. Ensures all district buildings are secured at closing hours
4. Ensure that all staff are acting in accordance with BOE and/or district policies, regulations, and procedures related to school safety and security.
5. Assists the Director of District Safety and Security Operations in providing the necessary training and resources for school district staff in matters relating to school safety and security.
6. The school safety specialist shall serve as a secondary school district liaison with local law enforcement and national, state, and community agencies and organizations in matters of school safety and security in coordination with the Director of District Safety and Security Operations.
7. Assist in updating and maintaining the district Crisis Management & Emergency Procedures Manual and conducting all required assessments of school safety and security
8. Assist in coordinating maintenance of district security systems radio communications, cameras, video management, public address, and access control systems

9. Assist in conducting safety/security drills and coordinates security operations at reunification sites in the event of an emergency situation
10. Perform residency checks and coordinate welfare checks
11. Assists in enforcing rules, regulations, and policies relating to student and staff parking and traffic flow on school grounds
12. Assists in preparing reports dealing with district safety and security
13. Coordinate security operations for all building permits and conduct security checks for all permitted events and activities
14. Serve as a district liaison to the community including ensuring the safe use of school property in compliance with all BOE and/or district policies, regulations, and procedures.
15. Maintain situation awareness throughout the school district to ensure the safety and security of all students, staff, administrators, and visitors
16. Respond to emergency situations during and outside of scheduled work times
17. Assists the Director of District Safety and Security in approved investigations as needed and appropriate
18. Assist the Director of District Safety and Security in matters of truancy and truancy investigations
19. Works cooperatively with district/school staff and law enforcement at the direction of the Director of District Safety and Security in matters of investigations related to safety and security

V. TERMS OF EMPLOYMENT AND EVALUATION:

Terms of employment shall be established by the Board of Education. Performance shall be evaluated through the district-approved evaluation process

VI. ESSENTIAL FUNCTIONS AND REASONABLE ACCOMMODATION:

This job description identifies the general nature and scope of the position and is not an exhaustive list of every duty or responsibility

The employee must be able to perform the essential functions of the position, with or without reasonable accommodation

DATE ADOPTED BY BOARD: 2026-11-17