

JOB DESCRIPTION

BARNEGAT TOWNSHIP SCHOOL DISTRICT

ARMED SECURITY GUARD (Confidential)

QUALIFICATIONS:

1. High school diploma or equivalent; valid New Jersey driver's license.
2. Retired Law Enforcement required. SRO Certification preferred.
3. Knowledge of security measures, fire prevention, and crowd control.
4. Ability to maintain order and to work with groups and individuals on matters of security and crisis management.
5. Required criminal history background check and proof of U.S. Citizenship or legal resident alien status.
6. Must possess a valid State of New Jersey carry permit for a firearm.
7. Physically and mentally fit to respond to security issues.

REPORTS TO: Security Director/Superintendent

JOB GOAL:

To provide security and protection for students, staff, and school property.

PERFORMANCE RESPONSIBILITIES:

1. Patrols district buildings and grounds to protect against illegal entry, acts of violence, vandalism, illegal drug activity, arson, and theft.
2. Conducts regular inspections of windows, doors, and other points of entry to ensure that they are secure.
3. Patrols school grounds to observe unauthorized persons or vehicles, parking violations, and overall security of the outside area including exterior lighting and emergency access routes.
4. Detains unauthorized persons; calls for police assistance in accordance with the district's security plan/crisis management plan.
5. Participates in the district's/school's emergency and crisis management plan as assigned.
6. Notifies police, fire department, or other appropriate authority of any situation requiring immediate attention.
7. Records all observations and conditions, and reports unusual occurrences or property damage to superiors and documents rule violations.
8. Submits written reports of all incidents of vandalism, violence, illegal drug activity, and security violations.
9. Performs related duties as assigned.
10. Shall assist in the construction of any yearly security assessment.
11. Shall act as liaison between local law enforcement and the district to allow for a productive resolution to any emergent situation or as directed by the Security Director.

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12. Shall have knowledge of all school grounds and buildings and be able to supply floorplans to law enforcement in the event of an emergency.
13. Shall help conduct staff workshops on safety and security measures.
14. Shall attend all mandatory active-shooter training courses as determined by the Security Director.
15. Shall perform any other duties as assigned by the district Superintendent.
16. Will help conduct staff workshops pertaining to safety and security.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education. **This position is not recognized under the BEA union contract.**

EVALUATION:

Performance of this job will be evaluated annually in accordance with State law, administrative code, and the provisions of the Board's policy on evaluation of certified staff.

LEGAL REFERENCES:

N.J.S.A. 18A:6-7.1 Criminal history record
N.J.S.A. 18A:16-1 Officers and employees
N.J.S.A. 18A:16-2 Physical examinations; requirement
N.J.A.C. 6:3-4A.4 Requirements of physical examinations
N.J.A. C. 6A:16 Programs to support student development
See Particularly:
6A:16-5.2 Emergency and crisis management plans
6A:16-5.3 Incident reporting of violence, vandalism, and substance abuse
N.J.A.C. 6A:24-1.4(i) Responsibilities of local (Abbott) district
See: In the matter of the 1999-2000 Abbott vs Burke Implementing
Regulations, N.J.A.C. 6:19A-1.1 et. Seq. 348 N.J. Super. 382
(App. Div. 2002)
N.J.A.C. 6A:24-6.1 Implementation of required programs in Abbott schools
Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.