

SECURITY COORDINATOR

QUALIFICATIONS:

1. Retired Police Officer in good standing.
2. Must possess a valid New Jersey RPO - retired Police Officer Permit to Carry a Handgun, in accordance with N.J.S.A. 2C:39-6.
3. High school diploma or equivalent; valid New Jersey driver's license.
4. Minimum experience as determined by Board.
5. Knowledge of security measures, crisis management, and current laws and regulations governing search and seizure activities, and understanding of the criminal justice system.
6. Ability to provide leadership and guidance regarding safety and security issues in an educational environment.
7. Required criminal history background check and proof of U.S. citizenship or legal resident status.

REPORTS TO: Superintendent or Designee

SUPERVISES: All security staff and substitute security staff

JOB GOAL: To provide leadership in the security and protection of pupils, staff and school property.

PERFORMANCE RESPONSIBILITIES:

1. Assumes the responsibility for implementation of the district's security plan and security-related policies, regulations, and procedures. Evaluates the district's security program on a continuing basis and recommends changes as necessary.
2. Prepares and administers the security department budget.
3. Interviews candidates for the position of security guard and makes recommendations concerning appointments, reassignments, and disciplinary actions.
4. Assigns, directs and reviews the work of security guards.
5. Identifies professional development activity needs for security personnel and makes provisions for the appropriate training. Advises school administrators on security measures and conducts in-service programs for school site personnel.
6. Prepares, reviews, and updates the district's/school's emergency and crisis management plan.
7. Cooperates with the local law enforcement agency and other federal, state and local agencies regarding building security procedures and special security problems.
8. Notifies police, fire department, or other appropriate authority of any situation requiring immediate action.

JOB DESCRIPTION

BARNEGAT TOWNSHIP SCHOOL DISTRICT

9. Oversee the installation of security equipment, such as surveillance cameras/alarms, as well as monitor camera feeds throughout the district.
10. Serve as the District Truancy Officer.
11. Collaborates with Administration in security implementation plans.
12. Prepares and/or reviews all security incident reports and provides for reports as required by law, as well as to identify any potential problem that may need to be addressed.
13. Ensure that security measures are in place to protect against theft, fire hazards, and other physical threats to assets.
14. Performs related duties as assigned.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education.

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:

<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record
<u>N.J.S.A.</u> 18A:16-1	Officers and employees
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.A.C.</u> 6:3-4A.4	Requirements of physical examinations
<u>N.J.A.C.</u> 6A:16	Programs to support student development
<u>See Particularly:</u>	
6A:16-5.2	Emergency and crisis management plans
6A:16-5.3	Incident reporting of violence, vandalism, and substance abuse
6A:16-10	Reporting allegations of child abuse and neglect
<u>N.J.A.C.</u> 6A:24-1.4(i)	Responsibilities of local (Abbott) district
<u>See:</u>	In the matter of the 1999-2000 Abbott vs Burke Implementing Regulations, <u>N.J.A.C.</u> 6:19A-1.1. <u>et. seq.</u> 348 <u>N.J. Super.</u> 382 (App. Div. 2002)
<u>N.J.A.C.</u> 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.