

## **JOB DESCRIPTION**

## **BARNEGAT TOWNSHIP SCHOOL DISTRICT**

### **SECURITY GUARD**

#### **QUALIFICATIONS:**

1. High school diploma or equivalent;
2. Valid New Jersey driver's license.
3. Minimum experience as determined by the board.
4. Knowledge of security measures, fire prevention, and crowd control
5. Ability to maintain order and to work with groups and individuals on matters of security and crisis management
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
7. Must possess physical ability and communication skills to handle critical emergency situations.

**REPORTS TO:** Security Coordinator, Superintendent, and Business Administrator

#### **JOB GOAL:**

To provide security and protection for pupils, staff, and school property. To ensure that state and local safety protocols are followed.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Follows all safety protocols as established by district, safety plans, policy, or by direction of the Security Coordinator, Superintendent, and/or Business Administrator.
2. Patrols district buildings and grounds to protect against illegal entry, acts of violence, vandalism, illegal drug activity, arson, and theft.
3. Conducts regular inspections of windows, doors, and other points of entry to ensure that they are secure.
4. 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.
5. Detains unauthorized persons; calls for police assistance in accordance with the district's security plan/crisis management plan.
6. Participates in the district's/school's emergency and crisis management plan as assigned.

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7. Notifies police, fire department, or other appropriate authority of any situation requiring immediate attention.
8. Records all observations and conditions, and reports unusual occurrences or property damage to superiors and documents rule violations.
9. Submits written reports of all incidents of vandalism, violence, illegal drug activity, and security violations.
10. Completes S.O.R.A. (Security Officer Registration Act) training and renewal certificate.
11. Performs related duties as assigned.
12. Ability to work on call if needed.

### **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. Stand, walk, and run for required periods of time

### **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 non-certified staff.

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### 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.