

RUMSON SCHOOL DISTRICT
Rumson, New Jersey

TITLE: SECURITY COORDINATOR

QUALIFICATIONS:

1. High school diploma or equivalent; valid New Jersey driver's license
2. Minimum experience as determined by the board
3. Knowledge of security measures, crisis management
4. Ability to provide leadership and guidance regarding safety and security issues in an educational environment
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Superintendent/School Business Administrator

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

PERFORMANCE RESPONSIBILITIES:

1. Assumes responsibility for implementation of the district's security plan and security-related policies and regulations. Evaluates the district's security program on a continuing basis and recommends changes as necessary.
2. Prepares and administers the security department budget.

Supervision of Staff

1. Identifies professional development activity needs for security personnel and makes provisions for the appropriate training. Advises school administrators on security measures and conducts inservice programs for school site personnel.

Emergency Planning

1. Participates in the district's/school's emergency and crisis management plan as assigned.
2. Maintains a comprehensive knowledge of the contents and requirements of the emergency plans for all district facilities.
3. Cooperates with the local law enforcement agency and other federal, state, and local agencies regarding building security procedures and special security problems.

Crisis response

1. Detains unauthorized persons; calls for police assistance in accordance with the district's security plan/crisis management plan.
2. Notifies police, fire department, or other appropriate authority of any situation requiring immediate attention.
3. Serves as a link between units responding to a crisis on school property and school staff.
4. Submits written reports of all incidents of vandalism, violence, illegal drug activity, and security violations.
5. Prepares and maintains reports on fire drills and security drills.

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Other

1. Maintains a high level of professional competency through participation in workshops, seminars, meetings and other appropriate activities.
2. Performs related duties as assigned.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board of education.

ANNUAL EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved: March 15, 2017

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. 6A:16 Programs to support student development

See particularly:

N.J.A.C 6A:16-5.1 School safety and security plans

N.J.A.C 6A:16-5.3 Incident reporting of violence, vandalism, and alcohol and other drug abuse

N.J.A.C 6A:16-11 Reporting potentially missing or abused children

N.J.A.C. 6A:32-6 School employee physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.