



SUPERVISOR OF SAFETY AND STUDENT SERVICES

Qualifications:

1. Valid New Jersey Supervisor, School Administrator or Principal Certificate.
2. Demonstrate a high level of energy, enthusiasm, loyalty, and commitment.
3. Ability to communicate with teachers, students, parents, administrators, and the community.
4. Demonstrate leadership in school improvement, program development and curriculum integration.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
6. Pass a physical examination in accordance with statute and board policy.

Reports To: Principal/Superintendent

Job Goal: To provide leadership in the development, implementation and coordination of the district's safety and security program. Provide leadership in the area of the district's school improvement, program development, and student discipline initiatives.

Performance Responsibilities:

1. Assist the principal in duties related to instruction, supervision, evaluation and the overall administration of the school. Supervise teachers and departments as assigned by the principal. Conduct classroom observations and provides supervision/evaluation of teachers and noncertified staff.
2. Schedule and organize departmental meetings (as assigned) in order to effect horizontal and vertical continuity and articulation of the instructional program of the schools.
3. Work with principal and teachers in developing the curriculum, and assist in the formulation of a philosophy and objectives for the instructional plan for assigned areas.

4. Determines and communicates security policies and procedures by studying organization operations and schedules; establishes internal controls; conducts inspections as appropriate; reports potential hazards to appropriate departments.
5. Coordinates updates to School Board policies and Standard Operating Procedures, safety and security manuals; coordinates and conducts training sessions for, staff, parents, and students.
6. Conducts and coordinates safety, security and emergency preparedness training by developing, scheduling and/or facilitating training for staff, students and public safety officials relating to school safety, security and emergency preparedness.
7. Provide oversight, evaluation and documentation for safety, security and emergency preparedness training.
8. Conducts safety, security and emergency preparedness assessments by conducting and/or coordinating annual safety, security and emergency preparedness assessments of all school and support facilities.
9. Assist in the conducting of safety inspections and safety drill practice activities. Assist in sponsoring activities that promote student health and safety.
10. Conducts safety and security planning with schools resource officer (SRO) Personnel, local government planners, and first responders.
11. Coordinates the development of the District Safety Plan.
12. Functions as the District's K-12 HIB Coordinator and works with principals, building level HIB liaisons, parents and the board on all HIB cases.
13. Assist the principal in coordinating transportation, custodial, cafeteria, and other support services.
14. Supervise the reporting and monitoring of student attendance, and work with the attendance officer for investigative follow-up actions.
15. Assist in maintaining high standards of student conduct and enforcing discipline policies. Assist in preparation of required reports of violence, vandalism, substance abuse, and possession of firearms.
16. Make recommendations to the principal and superintendent for changes in policies, personnel practices, and other such matters that may result in a more effective school administration.
17. Assist in the recruitment, screening, hiring, training and assigning of instructional personnel.

18. Perform other duties and responsibilities as assigned by the Superintendent.

Terms of Employment: Twelve months per year. Salary to be determined by the board of education negotiation process.

Evaluation: Performance of these functions will be evaluated annually in accordance with state law and the provisions of the board's policy on the evaluation of certificated personnel.

APPROVED: Board of Education **Dated:** May 24, 2021