

ENGLEWOOD PUBLIC SCHOOL DISTRICT

JOB DESCRIPTION

**POSITION TITLE: SECURITY OFFICER
(Non-Certificated)**

QUALIFICATIONS:

1. High school diploma or equivalent
2. Security Officer Certification (N.J. SORA)
3. CPR/AED Certification
4. Minimum experience as determined by the Board
5. Knowledge of security measures, fire prevention, and crowd control.
6. Ability to maintain order and to work with groups and individuals on matters of security and crisis management.
7. Strong problem-solving skills and ability to communicate with students, staff and the community
8. Must be able to use technology efficiently such as computer, two-way radio, video monitors, buzz-in systems, electronic surveillance equipment and other devices selected by the district to be part of the school security system

REPORTS TO: The Security Officer reports to the Head of Security, Security Supervisor and/or the building administrator.

JOB GOAL: To provide security and protection for pupils, staff, visitors and school property.

PERFORMANCE RESPONSIBILITIES:

The essential functions and elements of this position include, but, are not limited to, the following:

Security Monitoring and Patrolling

1. Patrols district buildings and grounds to protect against illegal entry, acts of violence, vandalism, illegal drug activity, arson, theft, etc.
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. Checks identification of pupils, staff, and visitors entering the school.
5. Detains unauthorized persons and 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.
7. Notifies police, fire department, or other appropriate authority of any situation requiring immediate attention.
8. Patrols the assigned areas of the school property giving special attention to the restrooms, stairwells, and areas where students may gather when not in class.
9. Participates in random hall sweeps to detect students not in class when the attendance bell rings.
10. Acts as point of contact with school administrators when local law enforcement is present at school, assisting the police when needed in accomplishing school business.
11. Models courteous, respectful and professional behavior when dealing with students, staff and the community.
12. Assists in the intervention and prevention of conflict, altercations, and any other disturbance on school property.
13. Oversees the arrival and departure of students, complying with school policies.

Record-keeping and Reporting

14. Records all observations and conditions, and reports unusual occurrences or property damage to supervisors and documents rules violations.
15. Protects confidentiality of records and information about students and staff and uses discretion when sharing any such information within legal confines.
16. Submits written reports of all incidents of vandalism, violence, illegal drug activity, and security violations.

Physical Demands

17. Uses strength to lift items needed to perform the functions of the job.
18. Sits, stands, walks for required periods of time.
19. Exposure to a variety of outdoor weather conditions and indoor climate.
20. Functions in a workplace with different levels of noise.

Other

21. Participates in in-service training and workshops and attends required meetings.
22. Performs any duties that are within the scope of employment and/or certifications, as assigned by the Principal and/or assigned supervisor, and not otherwise prohibited by law or regulation.

APPOINTMENT: Appointment shall be made by the Board of Education upon the recommendation of the Superintendent of Schools and/or his/her designee.

TERMS OF

EMPLOYMENT: Salary to be established by the Board of Education upon the recommendation of the Superintendent of Schools and/or his/her designee

and according to collective negotiations agreement (if applicable).

ANNUAL

EVALUATION: Performance of this position will be evaluated annually in accordance with the law and the provisions of the Board's policy on evaluation of certificated personnel and the administrative procedures on certificated staff evaluation.

BOE APPROVAL: March 14, 2019

RESOLUTION: 19-P-70