

Bridgeton Public Schools

Job Description

POSITION: **School Safety Officer**

QUALIFICATIONS:

1. Associates degree with course work in police science or criminal justice preferred.
2. Knowledge and experience in the area of school safety and security.
3. Capable of training and supervising security staff.
4. Permit to Carry Required.
5. Knowledge of communications/dispatch systems and I.D. equipment and procedures.
6. Must have separated from Police force or correction in good standing.
7. Possesses good human relations, communications and motivational skills.
8. Exhibits sensitivity for the varying cultural differences of school students.
9. Possess the ability to defuse confrontational situations.
10. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: **Director of School Safety and Security**

JOB GOAL: **To provide a safe and secure enviroment for students, staff, vistors on school property and property.**

PERFORMANCE RESPONSIBILITIES:

1. Perform duty in police type uniform with clothing provide by the Board of Education.
2. Enforces laws, ordinances an discipline code per statue and in conformance with Board of Education policy.
3. Assist Administrator with searches of students and lockers in conformance with Board of Education policy.
4. Testify in court when required.
5. Investigate offenses committed on school property.
6. Visit locations prone to problems within and outside school property.
7. Maintain a og of all violations committed on school property.
8. Maintain direct contact with Bridgeton Police Department fr emergency purposes.
9. Director of School Safety and Security or designee will be the coordinator and liaison between the Police Department and the School District.
10. Confer with Director of School Safety and Security and School Administrators on a regular basis concerning conditions within the school.

11. Counsel students in conjunction with guidance, school administrators, and behavior management personnel.
12. Develop rapport with students and serve as a role model to them.
13. Establish liaison with the Substance Abuse Counselor for the sharing of information to help deter substance among students and the possession and/or distribution of controlled substances within the schools.
14. Perform duty at special events such as athletic and social events when required.

TERM OF EMPLOYMENT: 10 months

EVALUATION: Job performance will be evaluated in accordance with Board policy.

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2-2-16 KM

Title change 12-17 GD