

## JOB DESCRIPTION MANUAL

712

### Facilities

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Board Approved – 6/21/17

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This job description reflects the assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

**TITLE:** School Safety Officer – Part-time

**QUALIFICATIONS:**

1. High school diploma or equivalent
2. Three years' experience in law enforcement, corrections, or private security. Show evidence of successful experience working with students
3. Must have separated from law enforcement, corrections facility or other security agency in good standing
4. Hold and maintain a valid driver's license with no serious violations
5. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications
6. Required criminal history background, proof of U.S. citizenship or legal resident alien status, physical examination, Mantoux test, and other required paperwork
7. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

**REPORTS TO:** Principal/Designee

**SUPERVISES:** As assigned

**JOB GOAL:** The School Safety Officer promotes attitudes of student responsibility and assists the professional staff with the safety of students and staff and the security of the facilities.

**EMPLOYMENT TERMS:** The School Safety Officer shall be employed under the following terms:

1. Work year of 10 months defined as 180 working days
2. Hourly salary as annually set by the Board
3. Conditions established by all laws and codes of the State and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.)

**PERFORMANCE RESPONSIBILITIES:**

1. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
2. Responds to job related call-backs and overtime assignments as determined by the Supervisor.

3. Patrol and monitor hallways, stairwells, toilet facilities, outside facilities, and other public and unsupervised places of the school to ensure the safety and well-being of students and staff and the security of the facility.
4. Ensure a smooth traffic flow of students through the hallways, assisting students with on-time arrival to class and to assigned locations.
5. Assist the professional staff, police, and emergency personnel in handling emergencies.
6. Assist visitors with directions and secure proper identification.
7. Challenge unauthorized visitors and escort them to exits.
8. Report any discipline infractions, unauthorized visitors, and acts of vandalism to the Principal or designee.
9. Notify the building administration, police and/or appropriate emergency personnel of any emergency, potentially dangerous, or unusual situations.
10. Notify immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
11. Participate in appropriate in-service and workshop programs.
12. Promote student responsibility for behavior and attitude by serving as a role model and dressing and grooming professionally.
13. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
14. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
15. Conduct investigations of staff and students when required as part of their assignment.
16. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
17. Performs such other duties that are within the scope of employment, as may be assigned by the Superintendent or designee, and not otherwise prohibited by law or regulation.

**PHYSICAL REQUIREMENTS:**

The duties of this job require the following physical activities: walking, sitting and standing for long periods of time, reaching, finger dexterity, pulling and/or pushing, carrying, feeling, repetitive motions, speaking, listening, and visual acuity. In addition, the individual must be able to read, use close vision, color vision, peripheral vision and depth perception, along with the ability to focus vision. The ability to communicate effectively in English, using proper grammar and vocabulary are also required. American Sign Language or Braille may also be considered as acceptable forms of communication. The individual must also be able to count, write, operate and use appropriate equipment, climb ladders, and lift merchandise weighing up to 50 pounds. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

**WORK ENVIRONMENT:**

Work is performed in a security setting with exposure to a variety of childhood and adult diseases and illnesses. While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time, exposure to heated/air conditioned and ventilated facilities, and exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment. The noise level in the school environment is usually moderately quiet but can be noisy at times.

**EVALUATION:**

The Principal shall evaluate the School Safety Officer in accordance with Policy No. 3221 or 3222, Regulation No. 3221 or 3222, this job description and such other criteria as shall be established by the Board of Education.