



NEW BRUNSWICK PUBLIC SCHOOLS

JOB DESCRIPTION

District Compliance and Emergency Planning Coordinator

REPORTS TO: Assistant Superintendent of Human Resources and Director of Security

SALARY: As per negotiated non-aligned agreement

NATURE AND SCOPE OF JOB:

This position ensures that the district meets its obligations related to safety, emergency preparedness, and regulatory compliance. The individual in this role will oversee the development and implementation of emergency operations plans and serve as the primary internal resource for investigating, managing and resolving compliance concerns across the organization.

JOB QUALIFICATIONS:

- Law enforcement experience, along with administrative experience, related to the duties and responsibilities specified.
- Experience in emergency management coordination.
- Experience in developing school safety and security plans consistent with the requirements of the New Jersey Department of Education.
- Experience in medical emergency situations.
- Demonstrate ability to develop, plan and implement related policies and procedures
- Demonstrate ability to conduct in-service training programs.
- Demonstrate strong interpersonal skills and the ability to work effectively with district employees, emergency responders, community organizations and the public.
- Demonstrate ability to communicate effectively, both orally and in writing.
- Demonstrate ability to gather data, compile information and prepare reports.
- Demonstrate ability to plan and evaluate programs.
- Possess a valid New Jersey Driver's License.

ESSENTIAL JOB FUNCTIONS:

- Develop, implement, and maintain comprehensive school safety and emergency preparedness plans in collaboration with the Director of Security.
- Coordinate and conduct emergency drills, response trainings, and security assessments.
- Recommend, communicate, and monitor safety policies and procedures in compliance with local, state, and federal regulations.
- Assist in the supervision and professional development of school security personnel.
- Lead the development, implementation, and monitoring of the district's internal compliance program.
- Manage complaints and concerns related to ADA, grievances, workers' compensation, and other regulatory issues.
- Conduct or coordinate investigations of suspected violations of policies, laws, and regulations.
- Maintain oversight of compliance reporting systems and track resolution of compliance issues.

DATE REVISED: 08/19/2025



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- Develop and deliver district-wide training on safety procedures, ethics, standards of conduct, and compliance policies.
- Serve as a confidential internal contact for employees and stakeholders to raise concerns.
- Provide regular updates and formal reports to district leadership regarding compliance and safety trends, incidents, and risk mitigation efforts.
- Performs miscellaneous job-related duties as assigned.

WORK ENVIRONMENT:

This job operates in a professional office environment and a public school environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL AND MENTAL DEMANDS, WORK HAZARDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand, and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision, and depth perception along with the ability to focus vision.
5. Communicate effectively in English and Spanish (preferred), using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.
7. Works in standard office and school building environments.
8. Ability to work outdoors during outdoor student activities.

The Work Hazards described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

While performing the duties of this job, the employee is regularly required to talk or hear. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

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New Brunswick Public Schools provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to the person's race, color, religion, sex (including pregnancy, transgender status, and sexual orientation), national origin, age (40 or older), disability or genetic information.. In addition to federal law requirements, New Brunswick Public Schools complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.