

**PISCATAWAY TOWNSHIP SCHOOLS  
PISCATAWAY, NEW JERSEY**

- I. TITLE:** SAFETY OFFICER
- II. LOCATION:** School designated areas
- III. QUALIFICATIONS:**
1. Experience in law enforcement.
  2. Ability to relate to students and provide a positive role model.
  3. Evidence of good moral character.
  4. High School Diploma or equivalent preferred.
  5. Evidence of good physical health.
  6. Such other qualifications of academic, professional, and personal excellence as the Piscataway Township Board of Education may specify.
- IV. REPORTS TO:** Superintendent or designee and building principal
- V. JOB GOAL:** To provide support to the instructional process with specific responsibilities for the safety and security of students while on school grounds; visitor management; and enforcing school and District rules and regulations regarding security and safety.
- VI. PERFORMANCE RESPONSIBILITIES:**
1. Verifies and escorts visitors for the purposes of providing direction, ensuring safety and providing site security.
  2. Communicates safety and security policies and enforcement procedures to students, staff and visitors for the purpose of ensuring that they are followed.
  3. Builds and maintains a professional relationship with staff and student body.
  4. Responds to a variety of situations (e.g. vandalism, suspicious activities, alarms, etc.) for the purpose of addressing immediate safety and/or security concerns.
  5. Refers incidents such as, altercations, suspicious activities, rules violations, etc. to appropriate site personnel for the purpose of ensuring follow-up in accordance with administrative, site security and student safety guidelines.
  6. Assists in maintaining order in assigned areas both in the building and throughout the campus.
  7. Assists in monitoring student behavior during school hours and at student events for the purpose of ensuring compliance with established guidelines and maintaining a safe and positive learning environment, and secure facility.
  8. Prepares written materials (e.g. incident reports, referrals, logs etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

9. Assists in the implementation and monitoring of fire drills, lock downs and other emergency procedure drills for the purpose of complying with established guidelines.
10. Participates in meetings, in-service trainings, workshops, hearings, etc. for the purpose of conveying and/or gathering information required to perform job responsibilities.
11. Participates in faculty meetings as needed.
12. Performs such other duties as may be assigned by the Superintendent/designee or building principal.

**VII. TERMS OF EMPLOYMENT:**

Work year, salary and holidays according to Board Policy and individual employment contract.

**VII. EVALUATION:**

Performance to be evaluated by Superintendent/designee or building principal.