

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

## JOB DESCRIPTION

**JOB TITLE:**           **DIRECTOR OF DISTRICT SECURITY**

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**REPORTS TO:**       The Director of District Security is supplied by the Township and is subject to the sole and exclusive control and supervision of the Township through its Police Department and Police Chief. However, while assigned to the District, the Director of District Security shall report to and take administrative direction from the Superintendent or his designee. Performance of this job will be evaluated in accordance with Police Department protocol.

### **QUALIFICATIONS:**

- A. Possess a valid and appropriate New Jersey certification for Director or appropriate experience in law enforcement.
- B. Successful teaching experience at the elementary or secondary level(s), or experience in private or public law enforcement.
- C. Successful experience as a building administrator or district-level department or program administrator in public or private schools or public or private law enforcement. Experience as a principal, a district-level director or public law enforcement officer is preferred.
- D. Ten (10) years' experience in public education or public or private law enforcement.
- E. Possess effective management, problem-solving, organizational, human relations, and written and verbal communication skills.
- F. Possess ability to communicate and work effectively with staff, students, parents, and other school district constituencies.
- G. Demonstrate ability to analyze a situation accurately, and adopt and implement an effective course of action.
- H. Have excellent integrity and demonstrate moral character and initiative.
- I. Experience/knowledge of public school operations preferred.
- J. Required criminal history check and proof of US citizenship or legal resident alien status.
- K. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
- L. Such alternatives to the above qualifications as determined by the Superintendent.

**JOB GOAL:** The Director of District Security shall be responsible for evaluating the student conduct processes and procedures, act as the student advocate, supervise and monitor all aspects of campus security including security technology and staff. The Director of District Security shall also serve as the coordinator of the crisis management team and shall serve as the District's Anti-Bullying Coordinator. In addition, he/she shall work in conjunction with the Superintendent and Board of Education to conduct investigations and refer incidents to Federal and State Law enforcement agencies.

**PERFORMANCE RESPONSIBILITIES****A. Student Conduct Management**

1. Regularly review copies of student “Rights and Responsibilities” documents, relevant Board policies and individual school student handbooks, and recommend appropriate changes with input from various district constituencies (e.g., central administration, Board Attorney, building administration and staff, parents, community representatives, etc.) as may be warranted.

**B. Community and Parent Engagement**

1. Monitor student behavior in programs and schools, and assess the effectiveness of school procedures and discipline procedures in each building.
2. Develop support mechanisms for students requiring these services, to be implemented within each school.
3. Create, develop and implement proactive district-wide programs that will improve student interest, involvement, and achievement.
4. Monitor school suspensions of Pre-K – 12 students and develop programs to intercede in a proactive manner to limit the need for further disciplinary actions.
5. Coordinate alternative program placements, expulsions, readmission review committees, and discipline appeal proceedings.
6. Supervise, direct, and evaluate the student assistant coordinators in their district-wide (Pre-K – 12) efforts.
7. Establish a system of proactive intervention in which students who are experiencing chronic, social or behavioral problems are remanded to the Superintendent (or his designee) for intense intervention in an effort to improve performance and avoid continued failure.
8. Open meaningful lines of communication with parents and guardians of students identified as having problematic behavioral encounters.
9. Develops budget recommendations and provide expenditure control on established budgets.
10. Develop and maintain accurate records and annually evaluate the effectiveness of existing methods that improve the behavior of all students.
11. Publicize to the community-at-large the programs and efforts being made by the district to maintain high behavioral standards.

**C. Campus Security Coordination**

1. Assist building administrators with the recruitment, selection, training, discipline, evaluation, and termination of campus security staff members in the buildings, including SROs, SSOs and other safety and security personnel.
2. Assist building administrators with developing and presenting recommendations for campus security staffing levels in the buildings.
3. Assist building administrators with the development of campus security personnel utilization practices and procedures in the buildings.
4. Coordinate the development of district-wide policies and procedures relative to campus security matters.

5. Individually, or in conjunction with the Superintendent, serve as a district liaison with local, county, state and federal law enforcement agencies in the development and implementation of the district's "model agreement with law enforcement."
6. Prepare budget and expenditure recommendations for district-wide components of the district's Campus Security operation.
7. Develop and maintain student and personnel identification procedures; visitor registration and identification procedures.

**D. Crisis Management Coordination**

1. Assist with the development, revision, recommendation, and distribution of crisis management protocols for the district annually and otherwise as may be necessary. Coordinate the development and monitor the effectiveness of school crisis management teams.
2. Assist building administrators in the effective implementation of the district's crisis management protocols in the buildings.
3. Assist with the orientation and training to staff throughout the district relative to the district's crisis management protocols.
4. Serve as the district liaison with the township, and other agencies and organizations as may be appropriate, relative to the district's crisis management protocols.
5. Serve as the Disaster Response Coordinator for the district. This shall include, but not be limited to, responding immediately to emergency/disaster scenes to assist with and ensure the proper implementation of district protocols by district staff members, and to coordinate the efforts of district staff members with the efforts of emergency response personnel from other agencies and organizations.
6. Assist other district staff members with the identification of, and application for, grants to provide funding for current and new crisis management protocols in the district.

**E. Anti-Bullying Coordination**

1. Organize and strengthen the school district's policies to prevent, identify, and address incidents of harassment, intimidation or bullying of students.
2. Collaborate with each school's Anti-Bullying Specialist, the Board of Education, and the Superintendent to prevent, identify, and respond to incidents of harassment, intimidation, or bullying of students in the district.
3. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of students.
4. Develop, foster, and maintain a positive school climate by focusing on and analyzing specific school data related to incidents of harassment, intimidation, or bullying.
5. Develop a deep understanding of New Jersey Statutes and Code as well as District policies and regulations regarding harassment, intimidation, or bullying and confidentiality related to student and staff information.
6. Attend professional development opportunities that address effective practices of successful school climate programs or approaches.

**F. General**

1. Serve as chairperson of the district-wide Safe Schools Committee.
2. Serve as liaison to law enforcement, social agencies, and neighborhood groups.
3. Identify available resources within the township and county and at the state and national levels to assist with effective school management, student activities, or home problems.
4. Develop grant applications, program proposals and reports for local, state and federal agencies and corporate sponsors
5. Coordinate the utilization of community and school resources.
6. Provide accurate and timely public information and communication to parents.
7. Provide appropriate in-service training for professional and support staff.
8. Provide appropriate parent orientations and workshops.
9. Act as a liaison to the principals to insure a smooth operation of all aspects of school management.
10. All other duties and responsibilities as assigned.

**APPOINTMENT**

The Director of District Security shall be appointed by the Parsippany Police Chief.

Board Approved: April 30, 2015  
Revised: April 28, 2016