

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

JOB TITLE: DIRECTOR OF DISTRICT AND SCHOOL SECURITY

REPORTS TO: Superintendent of Schools or Designee

SUPERVISES: SROs; SSOs; and Elementary School Security Agents; other safety and security personnel

QUALIFICATIONS: Hold a high school diploma or its equivalent.
Bachelor's Degree Preferred
Have excellent integrity and demonstrate moral character and initiative.
Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
Required background in public or private law enforcement.
Experience/knowledge of public school operations preferred.
Required criminal history check and proof of US citizenship or legal resident alien status.
Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.

JOB GOAL: The Director of District and School Security will coordinate building safety and security, and law enforcement throughout the school district. He/she will work in collaboration with the building principals and all other district and school security personnel to establish appropriate regulations, procedures, and plans to ensure safe and secure school facilities. In addition, he/she will work in conjunction with the Superintendent and Board of Education to conduct internal investigations and refer incidents to Federal and State Law enforcement agencies.

PERFORMANCE RESPONSIBILITES

The District Security Officer shall:

1. Oversee all district security personnel.
2. Serve as the school district's liaison to the Parsippany-Troy Hills Police Department, the Juvenile Justice System, DCPD (DYFS), NJDOE and other related agencies.
3. Develop individual School and overall district Crisis Emergency Plans that would help direct Fire Drills and emergency evacuation drills.
4. In collaboration with the Superintendent, recruit, employ and train elementary and middle school safety and security personnel as required.
5. Direct the deployment of safety and law enforcement personnel to manage routine operations and emergency situations.

6. Establish and maintain a District Safety and Security Program, including:
 - a) Appropriate lighting and signage;
 - b) Building safety systems;
 - c) Building surveillance systems;
 - d) Equipment identification procedures;
 - e) Student and personnel identification procedures;
 - f) Visitor registration and identification procedures;
 - g) Emergency plans for evacuations, lock downs, and other crisis;
 - h) Safety staff orientation and training programs;
 - i) Effective and efficient deployment of safety personnel; and
 - j) Coordination of services with local, State and Federal Law enforcement and emergency agencies
7. Supervise district and contracted law enforcement and safety personnel.
8. In collaboration with the Superintendent, provide training for district staff in child abuse, Megan's Law, and other areas as required by Federal and State, and/or a local initiative.
9. Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor, and not otherwise prohibited by law or regulation.