

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

## JOB DESCRIPTION

**TITLE:** ELEMENTARY SCHOOL SECURITY AGENT

**REPORTS TO:** Director of District and School Security and Building Principal

**SUPERVISES:** Students, under the authority of the principal

**QUALIFICATIONS:** Hold a high school diploma or its equivalent.  
Show evidence of successful experience working with students.  
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.  
Preference for those with experience in public or private law enforcement.  
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 Elementary School Security Agent promotes attitudes of student responsibility and assists the professional staff with the safety of students and staff and the security of the facilities.

### **PERFORMANCE RESPONSIBILITIES**

The Elementary School Security Agent shall:

1. Promote student responsibility for behavior and attitude by serving as a role model and build relationships with the students and faculty.
2. Supervise and monitor entrances of school building. Patrol and monitor hallways, bathrooms, playgrounds, 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.
3. Assist the Principal in conducting Fire Drills and School Security Drills; ensure all proper reporting.
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 with supervision during lunch periods and with morning arrival and afternoon dismissal of students.
6. Assist the professional staff, police, and emergency personnel in handling emergencies or disruptive situations.
7. Assist visitors with directions and secure proper identification. Challenge unauthorized visitors and escort them to exits.

8. Report any discipline infractions, unauthorized visitors, and acts of vandalism to the Principal. Notify the Director of Security, the building administration, police, and/or appropriate emergency personnel of any emergency, potentially dangerous, or unusual situations.
9. Notify immediately appropriate personnel of evidence of substance abuse, child abuse, and or child neglect.
10. Monitor exterior of school buildings for safety and security.
11. 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.

Board Approved: