

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

## JOB DESCRIPTION

**TITLE:** School Security Officer

**REPORTS TO:** Superintendent or his Designee

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

### **NATURE AND SCOPE OF JOB:**

The School Security Officer promotes attitudes of student responsibility and assists the professional staff with the safety of students and staff and the security of the facilities.

### **QUALIFICATIONS:**

The School Security Officer shall:

1. Hold a high school diploma or its equivalent.
2. Show evidence of successful experience working with students.
3. Hold and maintain a valid driver's license with no serious violations
4. Have excellent integrity and demonstrate moral character and initiative.
5. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
7. Provide proof of U.S. citizenship or legal alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
8. Evidence of an appropriate criminal history check has been conducted and clearance has been given by the Department of Education within thirty days of employment. If the clearance is not given on the first day of employment, the individual must provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
9. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and accordance with N.J.A.C. 6:3-4A.4.
10. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
11. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

## **VERIFICATION OF COMPETENCY**

1. District Application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from non-family members.

## **EMPLOYMENT TERMS**

The "School Security Officer shall be employed under the following terms:

1. Work year of ten months.
2. Salary, benefits, leave time and conditions as specified by the Superintendent
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et.seq.).

## **JOB FUNCTIONS AND RESPONSIBILITIES:**

The School Security Officer shall:

1. Patrol and monitor hallways, stairwells, toilet facilities, outside facilities, 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.
2. Ensure a smooth traffic flow of students through the hallways, assisting students with on-time arrival to class and to assigned locations.
3. Assist with supervision in the breakfast and lunch periods and with morning arrival and afternoon dismissal of students
4. Remove disruptive students from classes when needed
5. Assist the professional staff, police, and emergency personnel in handling emergencies or disruptive situations
6. Assist visitors with directions and secure proper identification
7. Identify by request or police intervention unauthorized visitors and escort them to exits, followed by a written incident report.
8. Report any discipline infractions, unauthorized visitors, and acts of vandalism to the Principal. Notify the building administration, police, and/or appropriate emergency personnel of any emergency, potentially dangerous, or unusual situations, followed by a written incident report.
9. Notify immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide, or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.

10. Assist the Parent Liaison, Attendance Officer, School Nurse, or members of the Child Study Team with home visits as needed.
11. Assist the Behavior Management Technician as needed.
12. Required to take the Basic School Resource Officer Course and participate in appropriate inservice and workshop programs.
13. Promote student responsibility for behavior and attitude by serving as a role model and dressing and grooming professionally.
14. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
15. Use computers and/or electronic equipment to fulfill job functions.
16. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
17. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
18. To satisfactorily perform all required physical demands/duties.
19. May as directed by the Superintendent, and by adopted Board Policy, be required to carry a handgun. The SSO must provide the Superintendent with documentation supporting compliance with the requirements of N.J.S.A. 2C:39-6(1), including but not limited to, a copy of the identification card issued by the Superintendent of the State Police permitting the retired officer to carry a handgun in accordance with N.J.S.A. 2C:39-6(1.4).
20. The School Security Officer shall assist with Megan's Law notifications received by the school, as directed by the Prosecutor if so designated by the Superintendent.
21. Upon request, the School Security Officer shall attend faculty meeting and Board of Education Meetings.
22. Assist the Building principal in updating and executing the Safety and Security Plans.
23. Monitor, inspect, and assure that all building security systems are in working order and if maintenance/repairs are need submit timely work orders.
24. 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.

#### **EVALUATION:**

The Superintendent or his designee shall evaluate the School Security Officer in accordance with this Job Description, and such other criteria as shall be established now or hereafter by the Board of Education.

Date Adopted: September 11, 2014