

CLIFTON BOARD OF EDUCATION
Job Description

TITLE: Director of District Safety and Security	DATE: 06/23/2022
	PAGE 1 of 4
No. 000 ☐ 10-Month Employee ☒ 12-Month Employee	

I. QUALIFICATIONS

1. Minimum of master's degree in educational administration/leadership; Certificate of Eligibility (CE) or Standard Certificate for School Administrator or Director of School Counseling.
2. A minimum of five years of successful experience in education and/or administrative experience.
3. Broad knowledge of state and federal education laws, regulations, procedures and reporting requirements.
4. Demonstrated ability to effectively administer education programs and to work with parents, community groups and agencies.
5. Hold a School Safety Specialist Certification
6. Knowledge and Understanding of NJ School Drill Law and Emergency Drill Response
7. Excellent organization and communication skills.
8. CPR certification and/or AED certification preferred.
9. Management and communication skills.
10. Required criminal history background check and proof of U.S. citizenship or legal registered alien status.

II. SCOPE

Under the direction of the Assistant Superintendent, the Director of District Safety and Security directs the planning, development, organization, management, and implementation of all aspects of Student and Staff security programs of the district. The Director of District Safety and Security assures compliance with laws, codes, and regulations related to Student Services; evaluates assigned personnel; and performs related work as required.

III. ORGANIZATIONAL RELATIONSHIP

The Director of District Safety and Security reports directly to the Assistant Superintendent or his/her designee

IV. SUPERVISES

School Security Specialist(s)

CLIFTON BOARD OF EDUCATION
Job Description

TITLE: Director of District Safety and Security	DATE: 06/23/2022
	PAGE 2 of 4
No. 000 ☐ 10-Month Employee ☒ 12-Month Employee	

1. Establish and promote high standards and expectations for all staff for excellent performance and responsibility for behavior.
2. Assist the Assistant Superintendent or his/ her designee and provide leadership, management, and supervision of the following responsibilities:
 - a. Develop and conduct ongoing in-service training programs, which include but not limited to, cultural diversity, updating of patrol practices, and review of report writing skills for all security personnel.
 - b. Monitor the district's security program for effectiveness and efficiency and make recommendations for any necessary improvements to the Assistant Superintendent or his/ her designee.
 - c. Coordinate and monitor of all district security measures. Oversee the operation of the school safety and security practices, programs, and policies.
 - d. Assist in developing and conducting a comprehensive orientation program for new security personnel, highlighting the protection and legal limits of individual rights and privileges in a school setting, basic security methods, procedures, and practices used to prevent or detect disruptive activities or crisis situations and policies and procedures governing the Passaic Board of Education.
 - e. Submit final reports of incidents and unusual conditions, including action taken and make recommendations for improvement in areas of concern.
 - f. Submit a detailed written report of any significant incidents or unusual conditions to the Assistant Superintendent.
 - g. Submit a written summary report of incidents or unusual conditions to the Assistant Superintendent or his/ her designee.
 - h. Oversees the security department on the district's Crisis Management Team and Emergency Plans
 - i. Assist the Assistant Superintendent or his/ her designee in handling any crisis or emergent matter impacting the district and help coordinate all the necessary outside agencies and staff, for situations such as fire; bomb threat; violence incident; gang related incident; break-in; criminal matters; school bus accidents and incidents; etc.
 - j. Conduct investigations regarding security matters and as directed by the Assistant Superintendent or his/ her designee.
 - k. Ensure effective and efficient use of security equipment in the buildings.
 - l. Maintain a thorough filing procedure for all required reports, records, security personnel, etc.
 - m. Carry out school-based crisis drills monthly and provide feedback to Assistant Superintendent or his/ her designee
 - n. Conduct investigations regarding security matters as directed by the Assistant Superintendent or his/ her designee

CLIFTON BOARD OF EDUCATION
Job Description

TITLE: Director of District Safety and Security	DATE: 06/23/2022
	PAGE 3 of 4
No. 000 ☐ 10-Month Employee ☒ 12-Month Employee	

- o. Conduct Security Walkthroughs
 - p. Develop and maintain Scenario-Based Training Drills to ensure compliance with NJ School Drill Law
 - q. Supervise and complete observations/evaluations for all School Security Specialists
 - r. Complete and maintain requirements as outlined by the Office of School Preparedness and Emergency Planning for the School Safety Specialist Certification.
3. Observe strictly and exceed, to avoid the appearance of conflict, all requirements of the School Ethics Act and Board policy or vendor relations regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
 4. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of
 5. Education policies and regulations, and contractual obligations.
 6. Represent the district on various state committees, councils, and commissions concerned with areas under purview or as directed by the Assistant Superintendent.
 7. Make staff recommendations to the Assistant Superintendent in the area supervised; including, but not limited to appointments, transfers, and discipline.
 8. Observe strictly and exceed, to avoid the appearance of conflict, all requirements of the School Ethics Act and Board policy or vendor relations regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
 9. Assist the Assistant Superintendent or his/ her designee with scheduled meetings with Principals, Administrators, Teachers, etc., for recommendations regarding the district's security program or specific security issues.
 10. Participate in interview committees as required by the Assistant Superintendent or his/ her designee.
 11. In the Absence of the Assistant Superintendent or his/her designee, serve as representative of Clifton Public Schools to the City of Clifton Office of Emergency Management and Clifton Police Department.

CLIFTON BOARD OF EDUCATION
Job Description

TITLE: Director of District Safety and Security	DATE: 06/23/2022
	PAGE 4 of 4
No. 000 ☐ 10-Month Employee ☒ 12-Month Employee	

12. Perform such other tasks and assume such other responsibilities as the Assistant Superintendent or his/her designee may assign from time to time and not otherwise prohibited by law or regulation.
13. Monitor security cameras District Wide.
14. Manage users (add/remove/change) for security camera systems.
15. Manage users (add/remove/change) for phones and emergency alert systems.
16. Manage users (add/remove/change) for ID card and door access system.
Serve as the initial point of contact for district employees and liaison to district IT and security vendors for above systems
17. Manage and support mobile apps for above systems.
18. Work with district IT to troubleshoot and diagnose system disruptions and escalate to vendor support when necessary.
19. Explore emergent technologies to support district security efforts.
20. Perform all other duties as required by law, code, or Board policy.
21. Complete any task/responsibility as deemed appropriate and necessary by the Assistant Superintendent.
22. Chairs, conducts, and supervises discipline hearings; coordinates all hearing panels, ensures due process in all cases.
23. Recommends to the Assistant Superintendent, in consultation with building Principals, the addition of new security protocols.
24. Collaborates with schools anti-bullying specialists in the district, the board of education, and the superintendent of schools to prevent, identify, and respond to harassment, intimidation and bullying of student in the district.
25. Facilitates District Threat Assessment Team and School Safety/Wellness/Climate Teams.

EVALUATIONS: Evaluated by the Assistant Superintendent or his/ her designee.