

**Bridgeton Public Schools
Job Description**

REVISED

POSITION: **DIRECTOR OF SCHOOL SAFETY AND SECURITY**

QUALIFICATIONS:

1. Associates degree with course work in police science or criminal justice preferred.
2. Knowledge and experience in the area of school safety and security.
3. Capable of training and supervising security staff.
4. Knowledge of communications/dispatch systems and I.D. equipment and procedures.
5. Over five years experience in law enforcement and security activities.
6. Possesses good human relations, communications and motivational skills.
7. Exhibits sensitivity for the varying cultural differences of school students.
8. Completion of the School Safety Specialist Academy Preferred.
9. Have the ability to lift up to fifty pounds and be able to run one mile consecutively.
10. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
11. Valid NJ Driver's License.

REPORTS TO: School Business Administrator

FUNCTION: To coordinate the planning and implementation of the district's School Safety and Security Program. Acts as the District's School Safety Specialist.

PERFORMANCE RESPONSIBILITIES:

1. Develop a comprehensive state approved crisis and standard operating procedures plan.
2. Develop, submit and present the VVSA report to the NJDOE and the BBOE.
3. Work in conjunction with the HIB Coordinator to address and reduce HIB complaints.

4. Serve on all city and county panels, as it relates to school safety and security or juvenile delinquency issues.
5. Coordinate a plan in conjunction with building administrators to alleviate physical altercation in schools.
6. Provide and present school safety and security professional development activities for school leaders.
7. Serve as a liaison to city officials for any emerging safety and security related issues.
8. Develop a district school safety and security program that will include a district crisis management plan.
9. Recruit, train, and manage security personnel.
10. Coordinate investigation and recordkeeping of incidents of theft, vandalism, violence, substance abuse and special situations.
11. Serve as district liaison for developing and maintaining rapport and meaningful dialogue with local, state and federal law enforcement agencies, other school districts and community service and business groups.
12. Provide input for discipline prevention programs.
13. Organize and maintain a central security communications network.
14. Order and control distribution of supplies and equipment.
15. Maintain and encourage confidentiality of information.
16. Conduct in-service programs for district staff.
17. Coordinate safety and security planning for athletic events and student activities.
18. Coordinate with Building Administrators to plan, document, and execute all mandated safety and security drills.
19. Assist the Transportation Coordinator to ensure safety at bus stops and routes.
20. Develop and oversee a program budget.
21. Coordinate the maintenance of fire safety regulations with the local fire marshal and the district's District Supervisor of Buildings and Grounds.
22. Perform such other duties as assigned by the School Business Administrator.

TERM OF EMPLOYMENT: 12 months. Salary to be determined by the Board of Education.

EVALUATION: Performance will be evaluated in accordance with Board policy and procedures on the evaluation of professional staff.

4-1-21 MTT/NMA