

Bridgeton Public Schools
Job Description

POSITION:

ASSISTANT 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. Ability to train and supervise all security staff.
4. Knowledge of communications/dispatch systems and I.D. equipment and procedures.
5. Over three years' experience in law enforcement and security activities.
6. Possesses good human relations, communications and motivational skills.
7. Ability to train administration in the area of school safety and security.
8. Ability to upload information into the student safety data system.
9. Exhibits sensitivity for the varying cultural differences of school students.
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:

Reports to the Director of School Safety and Security

JOB GOAL:

To assist the Director of School Safety and Security with the planning and implementation of the district's School Safety and Security Program.

PERFORMANCE RESPONSIBILITIES:

1. Abide by school board policies and shall consult with and coordinate activities through the Director of School Safety and Security but remain fully responsive to the chain of command.
2. Assist with organizing and maintaining the central security communications network throughout the school district
3. Maintain confidential information relating to district security and personnel matters.
4. In the absence of the Director of School Safety and Security, will 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.
5. Provide input for discipline prevention programs.
6. **Ability to work with district administrators to address and respond to any potential activity that violates the policy or the law.**
7. **Ability to work with diverse and at-risk-students.**

8. Assist Director of School Safety and Security with the coordination of safety and security planning for athletic events, student activities and district events.
9. Coordinate, in conjunction with the Director of School Safety and Security, building staff, the maintenance of fire safety regulations with the local fire marshal and the district's Director of Plant Facilities.
10. Enforce traffic regulations on school property and issue summonses when required.
11. Visit locations prone to problems within and outside school property.
12. Maintain a log of all criminal acts committed on school property.
13. Attend firearms training in conjunction with the Bridgeton Police Department.
- 14. Confer with the Director of School Safety and Security and School Administrators on a regular basis concerning school safety, discipline, and conditions within the school.**
15. Counsel students in conjunction with guidance, school administrators, and behavior management personnel.
16. Develop rapport with students and serve as a role model to them.
17. Establish liaison with the Substance Abuse Counselor for the sharing of information to help deter substance abuse among students and the possession and/or distribution of controlled substances within the schools.
- 18. Assist Director of School Safety and Security with conducting safety and security in service programs for district staff.**
19. Assist Director of School Safety and Security in the recruitment, training, and management of security personnel.
20. Assist in the coordination of investigation and recordkeeping of incidents of theft, vandalism, violence, substance abuse and special situations.
- 21. In the absence of the Director of School Safety and Security, will assume responsibility for Security operation and supervision of the Educational Enforcement Officers and Security Monitors.**
22. Perform duties at special events such as athletic and social events when required.
- 23. Upload data in the Student Safety Data system.**
- 24. Attend Positive Coalition in Schools meetings and any other meetings assigned by the Director of School Safety and Security.**
25. Perform such other duties as assigned by the Superintendent or Director of School Safety and Security.

TERM OF EMPLOYMENT: 10 months

EVALUATION: Job performance will be evaluated in accordance with Board policy.

TME/TJ/II, 10/10/14
AT/II, 9/6/17