



JACKSON SCHOOL DISTRICT

JACKSON, NEW JERSEY

TITLE: **LEAD SCHOOL LAW ENFORCEMENT OFFICER**
(UNARMED AND/OR ARMED)

QUALIFICATIONS:

1. High School Diploma or GED
2. Prior Law Enforcement, School Security or Military Experience
3. Valid New Jersey Drivers License
4. Knowledge and/or experience with monitoring and control of adolescents
5. Ability to read and write English
6. Computer Knowledge
7. Required criminal history background check and proof of U.S. Citizenship or legal resident alien status

ADDITIONAL QUALIFICATIONS (ARMED)

1. Valid firearm permit
2. Has experience in an educational environment, must be able to interact with students in all grade levels
3. Knowledge of security measures, fire prevention and crowd patrol
4. Ability to maintain order and to work with groups and individuals on matters of security and crisis management

REPORTS TO: Directly responsible to the Director of Security, Principal or designee

SUPERVISES: All SLEO Personnel

JOB GOAL: To provide a safe learning environment for all our stakeholders and secure our district in the safest manner possible during peak and non-peak hours.

ESSENTIAL JOB FUNCTIONS:

1. Shall be employed on an eleven (11) month basis with work day schedule as determined by the Director of Security. Eleven (11) month period shall include 10-month student school year plus one (1) summer month.
2. Shall perform in accordance with the negotiated agreement between the Board of Education and the Teamsters Local No. 97.
3. Shall monitor and supervise security patrols within the district as assigned.
4. Shall review all written reports and investigations and provide two-way communications with the Director of Security, 24 hours a day.
5. Shall provide monthly reports on all district security activity to the Director of Security, including calls for service, JPD, HIB, educational programs and presentations.
6. Shall assist School Law Enforcement Officers when required.
7. Shall monitor extracurricular activities within the district as assigned by the Director of Security.
8. Ensure all extra- duty assignments have clear assignments and posts and that these plans are followed.
9. Will communicate with Jackson Police Department (JPD) as needed and ensure when they are assigned to school events that they are familiar with the events.
10. Ability to work with building level administration when dealing with critical issues.
11. Attend OEM meeting as assigned by the Director of Security.
12. Responsible to respond to all after hours alarm calls within the district, and in their absence make sure on call assignments are implemented
13. Must be physically fit, mobile and flexible with the ability to run, jog and climb stairs
14. Ability to restrain students and quickly respond to an emergency situation
15. Ability to stand and walk for long periods of time in performance of job functions
16. Ability to conduct extensive motorized patrols of district schools and related properties and sit for extended periods of time.
17. Review and recommend all security related technology including working with vendors, maintaining and supporting district cameras, electronic keys, swipe ID, badges and supplies. In conjunction with Director of Security shall troubleshoot, obtain quotes and order supporting items for security related technology.
18. Must be able to work in all weather conditions
19. Ability to exercise independent judgment
20. Ability to lift 75 pounds at least 20% of the time.
21. Assist Director of Security with training of SLEO personnel
22. May be required to testify in court or before the BOE regarding district related matters
23. Shall perform such other duties and tasks that are assigned by the Director of Security.

ADDITIONAL ESSENTIAL JOB FUNCTIONS (ARMED):

1. **Reports any student suspected of having drug or alcohol related problems, or of possessing a weapon to the building administrator.**
2. **Detains unauthorized person; calls for police assistance in accordance with the district's security plan/crisis management plan.**
3. **Participates in the district's/school's emergency and crisis management plan as assigned.**
4. **Possesses knowledge of all current technology and video equipment.**
5. **Investigates and makes necessary reports concerning all incidents occurring during the time of supervision.**
6. **Maintains and keeps all firearms permits to date.**
7. **Maintains firearms on person during assigned duty time.**

**TERMS OF
EMPLOYMENT:**

Salary and work year to be determined by the board.

EVALUATION:

Performance of this job will be evaluated in accordance with state law and provisions of the board's policy on evaluation of non-certified staff.

APPROVED BY: Board Agenda DATE: 7/15/14

REVISED: MARCH 20, 2018 and May 21, 2019