



JACKSON SCHOOL DISTRICT

Jackson, New Jersey

TITLE: **SCHOOL LAW ENFORCEMENT OFFICER – 10 MONTH
(UNARMED AND/OR ARMED)**

QUALIFICATIONS:

1. High School Diploma or GED
2. Valid New Jersey Drivers License
3. Knowledge and/or experience with monitoring and control of adolescents
4. Must be physically fit, mobile and flexible with the ability to run, jog and climb stairs
5. Ability to restrain students and quickly respond to an emergency situation
6. Ability to stand and walk for long periods of time in performance of job functions
7. Ability to conduct motorized patrols of parking lots and related properties and sit for extended periods of time
8. Must be able to work in the elements
9. Ability to read and write English
10. Understanding attitude while working with students and staff
11. Basic computer skills
12. Ability to exercise independent judgment
13. Required criminal history background check and proof of U.S. Citizenship or legal resident alien status

**ADDITIONAL
QUALIFICATIONS
(ARMED)**

1. Valid firearm permit
2. Prior experience in the field of law enforcement
3. Has experience in an educational environment, must be able to interact with students in all grade levels
4. Knowledge of security measures, fire prevention and crowd patrol
5. 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

PERFORMANCE RESPONSIBILITIES:

1. Shall perform in accordance with the negotiated agreement between the Board of Education and the Teamsters Local No. 97.
2. Shall be employed on a ten (10) month basis with daily work schedule as determined by the District Security Director.
3. May be assigned as SLEO within the school building or as parking lot security patrol as necessary.
4. Shall be available as assigned during fire/evacuation, lock down drills, alarms, bomb threats, and other such situations requiring orderly student behavior.
5. Shall gather and accurately report information regarding complaints of violence/vandalism, assaults, or other such breeches of improper student behavior.
6. May be assigned to monitor school's interior for unauthorized persons or provide student assistance and/or control. When assigned to school duty, shall monitor elevators, ramps for handicapped, and insure safety of handicapped students as well as monitoring bus ramps, and other outside areas.
7. When assigned to parking lot patrol, shall record and report incidents of parking without tag/sticker, speeding, reckless driving, unauthorized leaving of school to an Administrator or Director of Security. Additionally, shall patrol and observe all parking areas and driveways as much as possible during tour of duty and ensure fire lanes and emergency access areas are clear of vehicles.
8. May be assigned to conduct student transport as necessary.
9. Shall enforce the district "No Smoking" policy at all times.
10. Shall perform such other duties and tasks that are assigned by the District Security Director and/or school administration.

ADDITIONAL PERFORMANCE RESPONSIBILITIES (ARMED):

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

Shall perform such other duties and tasks that are assigned by the District Security Director and/or school administration.

**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: 5/15/12

REVISED:

March 20, 2018