
TITLE: SECURITY DISPATCHER

QUALIFICATIONS:

1. High school diploma or equivalent; valid New Jersey driver's license.
2. Adequate experience as determined by the board.
3. Knowledge of security measures, fire prevention, and crowd control.
4. Ability to maintain order and to work with groups and individuals on matters security and crisis management.
5. Required criminal history check and proof of U.S. citizenship of legal resident alien status.

REPORTS TO: Superintendent/Assistant Superintendent/Coordinator of Security

JOB GOAL:

To provide security and protection for pupils, staff and school property.

PERFORMANCE RESPONSIBILITIES:

Security monitoring, patrols and response to security problems

1. Works in conjunction with Coordinator of Security, administration and other district personnel in improving and evaluating the department's operation.
2. Assumes responsibility for the protection of school property, supplies, and equipment and the safety of personnel and students.
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. Notifies police, fire departments or other appropriate authority of any situation requiring immediate attention.
6. Monitors cameras for the schools and administrative buildings.
7. Monitors all building alarms in the district (fire, vandalism and burglary).
8. Maintains radio contact with patrols.
9. Assigns personnel where needed.
10. Maintains a log book of all activities that occur during their tour of duty.
11. Files a shift report with the Coordinator.
12. Should have knowledge and familiarity with Police, Fire and First Aid Departments for any emergency that should arise. Employees must have phone numbers immediately available.
13. Perform related duties as assigned by the superintendent or his/her designee.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with New Jersey State law and the provision of the board's policy on evaluations.

Adopted by: Toms River Regional Schools

Date: 6/18/2013

Revision: