
TITLE: SAFETY OFFICER

QUALIFICATIONS:

1. Valid firearm permit.
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. Prior experience in the field of law enforcement preferred.
6. 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 ensure the safety of all student, faculty and administrators.

PERFORMANCE RESPONSIBILITIES:

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. Ensures the safety of all students, faculty administrators and personnel.
6. Possesses knowledge of all current technology and video equipment.
7. Investigates and makes necessary reports concerning all incidents occurring during the time of supervision.
8. Maintains and keeps all firearms permits to date.
9. Maintains fire arm on person during assigned duty time.
10. Has experience in an educational environment, must be able to interact with students in all grade levels.
11. 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: