
TITLE: SECURITY GUARD

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. Patrols district buildings and grounds 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 office.
3. Conducts regular inspections of windows, doors, and other points of entry to ensure that they are secure.
4. Patrols school grounds to observe unauthorized persons or vehicles, parking violations, and overall security of the outside area including exterior lighting and emergency access routes.
5. Checks identification of pupils, staff and visitors entering the school.
6. Detains unauthorized person; calls for police assistance in accordance with the district's security plan/crisis management plan.
7. Participates in the district's/school's emergency and crisis management plan as assigned.
8. Notifies police, fire departments or other appropriate authority of any situation requiring immediate attention.
9. Assists at school crossings as needed to ensure the safety of students.
10. Maintains a constant patrol of assigned post.
11. Assists with traffic control until all buses have departed.

SECURITY GUARD (Continued)

Record-keeping and customary reporting

1. Records all observations and conditions, and reports unusual occurrences or property damage to superiors and documents rule violations.
2. Submits written reports of all incidents of vandalism, violence, illegal drug activity, and security violations.

Other

1. 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 Board of Education

Date: 6/18/2013

Revision: