

MANVILLE SCHOOL DISTRICT – JOB DESCRIPTION CENTRAL OFFICE ADMINISTRATION

TITLE: District Security Coordinator

QUALIFICATIONS:

- High School Graduate
- 10+ years Law Enforcement Experience
- Strong organizational and multitasking skills, with an ability to:
 - Make decisions in accordance with established policies and regulations
 - Understand and follow instructions while working independently
 - Assist with a variety of projects while working in a team environment
- Outstanding communication skills (written and verbal)
- Position requires a polite, calm and reasonable approach
- Ability to solve problem quickly and efficiently
- Good observational and monitoring ability
- Strong technical knowledge of security systems
- Role could require heavy lifting, high level of physical strength and fitness

PREFERRED:

- Bachelor's Degree
- Prior experience as a School Resource Officer
- Experience in community law enforcement
- Experience in procuring grants for security upgrades
- NJ School Safety Specialist certification

REPORTS TO: Superintendent of Schools

TERM: 12-month position

JOB GOAL: The District Security Coordinator will primarily provide leadership and guidance on a district level for all security-related procedures. The District Security Coordinator will promote effective practices in our schools for the purpose of enhancing the safety and security of our students and faculty.

PRIMARY RESPONSIBILITIES:

- Evaluate and implement a traffic plan to facilitate a safer and more effective drop-off and pick-up at all our district schools.
- Conduct required safety drills in collaboration with Administration and local law enforcement.
- Evaluate the effectiveness of drills and offer professional development ideas to the Superintendent and Assistant Superintendent of Schools.
- Monitor security cameras installed throughout the district and work with the Superintendent to enhance total coverage.

- Organize the district's two-way radio communications. This includes the replacement of radios and the establishment of protocols when using communications systems.
- Collaborate with the Superintendent of Schools to create a 5-year security plan that will include the following items:
 - Man Traps/Hardened entrances to buildings.
 - Enhancement of Video Surveillance.
 - Evaluation of drills and overall preparedness.
 - Enhancement of student drop-off and pick-up procedures.
 - Reinforcement of our cybersecurity protocols.
- Oversees the development and implementation of procedures for school building access by staff, students and visitors.
- Interviews candidates for the position of District Security Monitor and makes recommendations concerning appointments, promotions, reassignments, and disciplinary actions.
- Assigns, directs and reviews the work of District Security Monitors.
- Identifies professional development activity needs for security personnel and makes provisions for the appropriate training. Advises school administrators on security measures and conducts in-service programs for school site personnel.
- Cooperates and serves as a liaison with the local law enforcement agency and other federal, state, and local agencies regarding building security procedures and special security problems.
- Submits written reports of all incidents of vandalism, violence, illegal drug activity, and security violations.
- Prepares and maintains reports on fire drills and security drills.
- Perform other duties as may be required due to emergencies or upon the direction of the Superintendent of Schools.

ANNUAL EVALUATION: The performance of this job will be evaluated annually under the NJ State law and the provisions of the board's policy on evaluations.

BOARD APPROVED: