

RIDGE HIGH SCHOOL SECURITY OFFICER

Reports To: Building Principal

Qualifications:

High school diploma or equivalent; valid New Jersey driver's license
Minimum experience in law enforcement and/or security as determined by the Board
Knowledge of security measures, crisis management, and current laws and regulations governing search and seizure activities, and understanding of the criminal justice system
Ability to provide leadership and guidance regarding safety and security issues in an educational environment
Required criminal history background check and proof of U.S. citizenship or legal resident alien status

General Description: Safeguard students and staff by monitoring and controlling building access through the use of door controls and surveillance camera systems.
Process visitor sign- in and detain unauthorized visitors.

Major Duties and Responsibilities:

- 1.1 Provide security and surveillance of all school grounds. Report and investigate irregularities, dangerous practices and conditions, accidents, fires and other acts or circumstances which could affect the health and welfare of both pupils and faculty.
- 1.2 Monitor the condition of all buildings and related property of the Bernards Township school district, and recommend and/or take steps to protect them from unauthorized visitor access, damage or theft.
- 1.3 Provide general assistance to all persons, including information regarding location of special events, regulations and provisions of the law and other matters.
- 1.4 Assist local law enforcement agencies while on grounds, including crowd control during school functions.
- 1.5 Assist all school administrators in implementing and practicing emergency evacuation plans for all schools in Bernards Township and serve as a member of the District/Building Crisis Team.

- 1.6 Coordinate law enforcement guest speakers and instructors in all appropriate areas.
- 1.7 Act as a liaison between the schools and police department.
- 1.8 Monitor and recommend corrective action pertaining to problems identified while performing job duties.
- 1.9 Perform other activities that can be assigned by the principal of Ridge High School, or Superintendent of Schools that are applicable to law enforcement, student, staff, and public safety.
- 1.10 Provide training to staff that can assist in maintaining school building access control.
- 1.11 Assist with all traffic issues as they pertain to the high school campus, including parking.
- 1.12 Perform as an integral member of the education team by consulting and collaborating with administration, pupil personnel and teaching staff.
- 1.13 Demonstrate the ability to communicate and relate effectively with all members of the community.

Term of Employment: Hourly position - days that school is in session only

Evaluation: Principal

Adopted: October, 2013