

HAMILTON TOWNSHIP SCHOOL DISTRICT

Business/Plant Operations

**POSITION CODE: 3139
CERTIFIED**

TITLE: SCHOOL SAFETY SPECIALIST

QUALIFICATIONS:

1. Valid New Jersey school administrative certificate for school administrator, principal, supervisor or school business administrator
2. Successful completion of the New Jersey Department of Education School Safety Academy Certification Program
3. Minimum experience as determined by the board, including the following abilities:
 - a. Experience in law enforcement, school security and/or public safety.
 - b. Knowledge of security measures, emergency and disaster planning, fire prevention, and crowd control.
4. Ability to maintain order and to work with groups and individuals on matters of safety and security and crisis management
5. Ability to provide extensive training to groups within the school community on topics such as dangerous threats, lockdowns and related issues
6. Ability to work effectively with students and members of the school community
7. Strong problem-solving skills and ability to communicate
8. Must be able to use technology efficiently such as computer, two-way radio, video monitors, buzz-in systems, electronic surveillance equipment and other devices selected by the district to be part of the school security system
9. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
10. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

REPORTS TO: Chief School Administrator

JOB GOAL: To oversee all school safety, security and protection initiatives for pupils, staff, and school property.

PERFORMANCE RESPONSIBILITIES

1. Supervises and provides oversight for all school safety and security personnel;
2. Ensures safety and security policies and procedures are in compliance with state laws and regulations;
3. Provides the necessary training and resources to school district staff in matters relating to school safety and security;
4. Serves as the school district liaison with local law enforcement, national, state, and community agencies and organizations in matters of school safety and security;
5. Responsible for planning, developing and executing all district plans, policies and procedures related to school safety and security;

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SCHOOL SAFETY SPECIALIST (continued)

6. Ensures district alignment and compliance with compliance with the Uniform Memorandum, of Agreement between the Board of Education and Law Enforcement Officers;
7. Participates in the screening and hiring of district security personnel;
8. Develops and maintains a district crisis and safety and security plan;
9. Provides in-service training for School Safety Teams and all personnel responsible for school safety and security;
10. Works in cooperation with school administrators in order to provide for a safe school environment;
11. Collects, analyzes and makes recommendations based on Student Safety Data System (SSDS);
12. Supports district anti-bullying, harassment and intimidation programs;
13. Makes recommendations for school-based educational crime-prevention programs;
14. Presents related topics in classes related to school security to support the educational efforts of the school district.
15. Suggests prevention programs and works with staff in developing and maintaining a positive school climate;
16. Investigates and makes recommendations for building security and surveillance equipment;
17. Serves as a member of the district Safety Team;
18. Is knowledgeable of the district policies and procedures with respect to crisis response;
19. Attends after school/evening events as needed;

All other duties as may be assigned by the chief school administrator.

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. Performs related duties as assigned.

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the board of education.

ANNUAL

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

Approved by: Board of Education

Date: 8-28-24

Revised:

LEGAL REFERENCES:

<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record
<u>N.J.S.A.</u> 18A:16-1	Officers and employees
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:17-43.2	New Jersey School Safety Specialist Academy

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SCHOOL SAFETY SPECIALIST (continued)

<u>N.J.S.A. 18A:17-43.2</u>	Designation of School Safety Specialist
<u>N.J.A.C. 6A:9-2.1</u>	Definitions
<u>N.J.A.C. 6A:9B</u>	State board of examiners
See particularly:	
<u>N.J.A.C. 6A:9B-12.4</u>	School administrator
<u>N.J.A.C. 6A:9B-12.5</u>	Principal
<u>N.J.A.C. 6A:9B-12.6</u>	Supervisor
<u>N.J.A.C. 6A:9B-12.7</u>	School business administrator
<u>N.J.A.C. 6A:9C</u>	professional development for teaching staff members and school leaders
See particularly:	
<u>N.J.A.C. 6A:9C-3.4 to -3.6</u>	Required professional development for teachers
<u>N.J.A.C. 6A:9C-3.7 and -3.8</u>	Required professional development for school leaders
<u>N.J.A.C. 6A:10</u>	Educator effectiveness
See particularly:	
<u>N.J.A.C. 6A:10-2.1 et seq.</u>	Evaluation of teaching staff members
<u>N.J.A.C. 6A:10-8.1 et seq.</u>	Evaluation of chief school administrators
<u>N.J.A.C. 6A:16</u>	Programs to support student development
See particularly:	
6A:16-5.1	School safety and security plans
6A:16-5.3	Incident reporting of violence, vandalism, and alcohol and other drug abuse
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations
<u>Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.</u>	