**Green Township School District**

**TITLE: SCHOOL SECURITY OFFICER (SSO)**

**QUALIFICATIONS:**

1. Retired law enforcement required
2. Minimum experience as determined by the board
3. Knowledge of child welfare and compulsory education laws and regulations
4. Strong interpersonal and communication skills
5. Required criminal history background check with demonstrated unblemished career as law enforcement officer
6. Proof of U.S. citizenship or legal resident alien status
7. Valid weapon carry permit as assigned by the Superintendent of New Jersey State Police, with board authorization to carry a weapon on school property. (N.J.S.A. 2C:39-5),(N.J.S.A. 2C:39-6)
8. First Aid/CPR/AED Certified

**REPORTS TO**: Superintendent / Principal

**SUPERVISES:** Safety of persons on school grounds

**JOB GOAL:**

To protect the physical safety and welfare of students, staff, visitors, and all school-related stakeholders.

**PERFORMANCE RESPONSIBILITIES:**

1. To protect lives and property of all stakeholders.
2. Refrain completely from functioning as a school disciplinarian. The school security officer is not to be involved in the enforcement of disciplinary infractions that do not constitute violations of the law.
3. Patrols district buildings and grounds to protect against illegal entry, acts of violence, vandalism, illegal drug activity, arson, and theft.
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. Abide by school board policies and consult with and coordinate activities through the superintendent.
6. To investigate criminal activity committed on or adjacent to school property.
7. Conducts staff training in the areas of security, restraint training and emergency procedures.
8. Assist the School Administration in the investigation and research of any and all school safety issues as directed by the Administration.
9. To periodically and systematically inspect the building and grounds.
10. Conducts regular inspections of windows, doors, and other points of entry to ensure that they are secure.
11. Monitor school and board property cameras and patrol school properties.
12. Shall assist NJSP, Sheriff’s Department, or other law enforcement in investigations that involve students or staff members when deemed appropriate by district administration.
13. Detains unauthorized persons; calls for police assistance in accordance with the district’s security plan/crisis management plan.
14. Shall assist in traffic control, recess supervision, and lunch supervision as assigned.
15. Notifies police, fire department, or other appropriate authority of any situation requiring immediate attention.
16. Shall collect information concerning safety issues both inside and outside of the building, reporting to the Superintendent.
17. Shall construct a biannual security assessment report for submission to the Superintendent.
18. Facilitates, updates, and assists in the construction of the Crisis Management Plan, as needed.
19. Shall assist the administration in the identification and reporting of emergency situations.
20. Shall have knowledge of building and grounds and be able to supply blueprints of same to Law Enforcement and First Responders, as needed.
21. Shall investigate reports of residency fraud and discrepancies concerning students' legal residence in accordance with New Jersey Administrative Code and board policy, as requested.
22. Shall create and conduct staff workshops on safety and security, as requested.
23. Shall be responsible for special projects related to safety and security as directed by the Superintendent.
24. Shall attend active-shooter training as determined by the Superintendent.
25. Shall attend student safety and security training as determined by the Superintendent.
26. Shall oversee and participate in fire and security drills and lock downs.
27. Shall provide security for special school events or functions, such as concerts, at the request of the principal or the Superintendent
28. The school security officer shall participate and attend court proceedings in connection with charges, summonses, student residency matters and other law enforcement actions.
29. Records all observations and conditions, and reports unusual occurrences or property damage to superiors and documents rule violations.
30. Submits written reports of all incidents of vandalism, violence, illegal drug activity, and security violations to appropriate school personnel.
31. Performs other duties as may be assigned by the Superintendent.

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| **TERMS OF EMPLOYMENT:**  **ANNUAL**  **EVALUATION:** | Work year and salary to be determined by the board.  Performed by Superintendent |

Date: April 3, 2023