

**WALL TOWNSHIP PUBLIC SCHOOLS  
JOB DESCRIPTION**

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**TITLE:** Lead School Safety Officer

**REPORTS TO:** Building Principal

**REQUIREMENTS:**

- Law Enforcement/Security Background
- Possess a valid New Jersey driver's license
- Experience in educating, instructing, guiding, and motivating young people
- The ability to speak in public and to large groups
- Be in good physical condition
- Associates Degree or better preferred
- Must be below the age of 65
- Must be legally able to possess a firearm at all times. If at any time that privilege is revoked, must the notify the Superintendent within 24 hours.
- Where approved in accordance with N.J.S. 2C:39-5(e), licensure in accordance with N.J.S. 2C:58-4

**RESPONSIBILITIES:**

- Responsible for the safety and security of Wall Township High School's student faculty and staff population.
- Shall take and successfully complete a firearms training course administered by a qualified entity and shall annually qualify in the use of a handgun or similar weapon prior to being permitted to carry the same on Board of Education property. A "firearms training course," means a course of instruction in the safe use, maintenance and storage of firearms, provided the requirements of the course are substantially equivalent to the requirements for firearms training provided by police training courses certified under N.J.S. 52:17B-71.
- Be a physical presence throughout the school to prevent and deter violence/criminal activity and /or improper behavior that would distract from an educational environment. Also, to be personally accessible to students and staff to enable them to voice their concerns on safety and security issues.
- Consult on emergency procedures for crisis scenarios, inclusive of the development of plans and strategies to prevent and/or minimize dangerous situations on or near school(s) campus or involving students at school-related activities.

- Perform as a conduit between the Superintendent, Principal, Assistant Principals, Staff, and the Wall Township Police Department on school safety issues and incidents.
- Remove unauthorized persons from school property.
- Sign trespassing complaints as required.
- Testify in court proceedings when necessary.
- Interview along with the administration, students who:
  1. Have been threatened.
  2. Are the victims of a theft.
  3. Have safety/security concerns.
- Maintains a variety of files and records (e.g. schedules, incident reports, emergency drill records, etc.) for the purpose of ensuring the availability of information for future reference and/or audit for compliance to establish policies.
- Collaborate with administration and counselors in identifying students and / or situations that may require crisis intervention.
- Make recommendations to the Superintendent, Principal, and Assistant Principals on safety/security issues.
- Maintain an environment of order and discipline throughout school property.
- Escort disruptive and/or unruly students from the classroom, cafeteria, etc.
- Assist truant officer when requested.
- Supervise and be responsible for all hall monitors/security guards.
- Lecture on Safety/Security issues when requested.
- Submission of bi-annual firearms qualification scores.
- Submission of permit to carry identification card and letter of approval for the permit to carry from the New Jersey State Police.

**TERMS OF EMPLOYMENT:** 10 months

**APPROVED:** October 2001

**REVISION APPROVED:** November 20, 2012  
May 15, 2018