



# WALL TOWNSHIP PUBLIC SCHOOLS

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**Title: School Safety Liaison**

**Qualifications:**

1. Law Enforcement/Security Background
2. Possess a valid New Jersey driver's license
3. Experience in educating, instructing, guiding, and motivating young people
4. The ability to speak in public and to large groups
5. Be in good physical condition
6. Associates Degree or better preferred
7. Possess or be eligible for NJ Substitute Certification

**Reports to:**

Building Principal

**Performance Responsibilities:**

1. Ensure the safety and security of Wall Township High School's student faculty and staff population.
2. Supervise students in the event of emergent coverage needs.
3. Be a physical presence throughout the schools 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.
4. Participate in the development of 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.
5. Remove unauthorized persons from school property.
6. Sign trespassing complaints as required.
7. Testify in court proceedings when necessary.
8. Interview along with the administration, students who:
  - a. Have been threatened.
  - b. Are the victims of a theft.
  - c. Have safety/security concerns.

9. 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.
10. Collaborate with administration and counselors in identifying students and / or situations that may require crisis intervention.
11. Maintain an environment of order and discipline throughout school property.
12. Escort disruptive and/or unruly students from the classroom, cafeteria, etc.
13. Supervise students in the event of emergent coverage needs.
14. Perform other duties as assigned by the Superintendent as they pertain to the scope of employment.

**Terms of Employment:**

Non-aligned, 10-month position as specified in contract with the Board of Education

**Evaluation:**

Performance of this position will be evaluated annually in accordance with state law and the provisions on the Board's policy on evaluation of non-certificated personnel.

**Approved: March 22, 2022**