



WALL TOWNSHIP PUBLIC SCHOOLS

Title: School Security Officer

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. Must be able to possess an RPO
8. Must be legally able to possess a firearm at all times. If at any time that privilege is revoked, must notify the superintendent within 24 hours.
9. Where approved in accordance with N.J.S. 2C:39-5(e), licensure in accordance with N.J.S. 2C:58-4

Reports to:

Building Principal/ School Security Coordinator

Performance Responsibilities:

1. Responsible for the safety and security of the students, faculty, and staff of the school to which he/she is assigned.
2. Communicates safety and security policies and enforcement procedures to students, staff and visitors for the purpose of ensuring their understanding of such information and the potential consequences of violation.
3. Escort students, school personnel, and /or visitors for the purpose of providing direction, ensuring safety and providing site security.
4. Provides traffic and parking control for the purpose of maintaining efficient traffic flow and use of parking lot/s
5. Refers incidents including personal injuries, altercations, suspicious activities, rule violations, etc. to appropriate site personnel and/or police for the purpose of ensuring follow-up in accordance with administrative, site security and student safety guidelines.
6. 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.

7. 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.
8. 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.
9. Remove unauthorized persons from school property.
10. Sign trespassing complaints as required.
11. Testify in court proceedings when necessary.
12. Interview along with the administration, students who:
 - a. Have been threatened.
 - b. Are the victims of a theft.
 - c. Have safety/security concerns.
13. Document reported incidents of safety/security violations.
14. Collaborate with administration and counselors in identifying students and / or situations that may require crisis intervention.
15. Make recommendations to the Principal and Assistant Principals on safety/security issues.
16. Maintain an environment of order and discipline throughout school property.
17. Escort disruptive and/or unruly students from the classroom, cafeteria, etc.
18. Assist truant officer when requested.
19. Submission of bi-annual firearms qualification scores.
20. Submission of permit to carry identification card and letter of approval for the permit to carry from the New Jersey State Police.
21. Perform other duties as assigned by the Superintendent as they pertain to the scope of employment.



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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