

NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

TITLE: CAMPUS SECURITY

- QUALIFICATIONS:**
1. High School Diploma.
 2. Ability to communicate effectively with students, parents, and school staff.
 3. Required criminal history check and proof of U.S. citizenship or legal resident alien status.
 4. Computer literate.
 5. Ability to react calmly and effectively in emergency situations.
 6. Ability to detect problems and report information to appropriate personnel.
 7. Ability to complete routine paperwork.
 8. Skill in performing building security and lock procedures.
 9. Knowledge of public security codes, policies, and regulations.
 10. Ability to successfully conduct security patrols without direct supervision.
 11. Ability to understand, follow, and enforce safety codes, regulations, and procedures.
 12. Ability to safely operate a motor vehicle.
 13. The ability to bend, lift, squat, crawl, perform repetitive motions.
 14. The ability to lift 25 lbs. at least 25% of the time

REPORTS TO: Assistant Principal

POSITION GOAL:

To help maintain a safe and secure environment by monitoring people entering and exiting the building and directing these visitors to their desired destinations. Provides security for faculty, staff, students, and visitors within an assigned area of the campus. Performs routine security and public safety patrol duties within assigned area. Remains alert to emergency situations and provides first-line response and emergency management.

ESSENTIAL JOB FUNCTIONS:

1. Patrols assigned area on foot, on golf cart, or school vehicle to ensure personal, building, and equipment security.
2. Examines doors, windows, gates, and outdoor lighting to ensure safety and security;

- uses school keys to open and close buildings; monitors closed buildings for unauthorized persons and/or suspicious activities.
3. Informs and warns violators of rule infractions, such as loitering, smoking, reckless driving.
 4. Accompanies visitors, students, staff, and faculty, as necessary; provides routine information.
 5. Watches for and reports irregularities, such as security breaches, facility and safety hazards, and emergency situations; contacts emergency responders, such as police, fire, and/or ambulance personnel, as required.
 6. Remains alert for the presence of unauthorized persons and/or security code violators; approaches suspicious persons and/or notifies police as appropriate; may confront and detain violators, as required, until police arrive.
 7. Performs periodic checks of building alarm system, fire alarm system, emergency call boxes and defibrillators to ensure proper functioning; reports malfunctions as required.
 8. Patrols and monitors assigned parking areas to provide public security and assistance.
 9. Security cameras must be closely monitored.
 10. Prepares routine, standardized reports.
 11. Responsible for the inventory and distribution of all building, classroom, and office keys.
 12. Required to work one flex night/week from 12:00 p.m. – 8:00 p.m.
 13. Responsible for overseeing morning bus arrival and student drop-off.
 14. Make a reasonable effort to know all students and staff.
 15. Be aware of all events and event requirements by reviewing weekly and monthly calendars. When applicable, secure additional security personnel as it relates to safety (i.e., Back to School Night, Senior Awards, Graduation, etc.).
 16. Check e-mail daily to obtain up-to-date information, requests, and responses.
 17. Performs miscellaneous job-related duties as assigned.

**TERMS OF
EMPLOYMENT:**

Salary and work year to be determined by the Board.

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.

BOE APPROVED: 10/2/17
2nd Reading: 10/16/17