

## NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

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**TITLE:** SCHOOL SAFETY SPECIALIST

- QUALIFICATIONS:**
1. Valid New Jersey School Administrator Certificate or eligibility.
  2. An earned master's degree with a major in educational administration, special education or related field such as curriculum and supervision.
  3. Central office, school administration and teaching experience as determined by the board.
  4. Demonstrated success with personnel management, school finance and strategic planning.
  5. Strong leadership and communication skills.
  6. Completion of the NJ School Safety Specialist Academy and/or attainment of the appropriate School Safety Specialist Certification. (P.L. 2017, c.162)
  7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**REPORTS TO:** Chief School Administrator/ Board of Education

**JOB GOAL:**

To ensure the district is provided a safe environment for students to attend school. In addition, the School Safety Specialist will serve the district as liaison to law enforcement services.

**ESSENTIAL JOB FUNCTIONS:**

1. Responsible for the supervision and oversight for all school safety and security personnel.
2. Ensures the districts safety and security policies and procedures are in compliance with state laws and regulations.
3. Ensures necessary training and resources are provided to all district staff in matters related to school safety and security. Annual training will be provided that meets or exceeds the requirements under P.L. 2016, c.80.
4. Shall serve as the district liaison with local law enforcement, national, state and community agencies and organizations in matters related to school safety and security.
5. Shall ensure that the district is in compliance with all school security drills in accordance with the rules and regulations of the New Jersey Department of Education and the Northern Highlands Board of Education policies.
6. Works with local municipalities to ensure that a memorandum of Understanding with local law enforcement are developed and agreed upon for each school year.

7. Ensures all necessary state reports and documentation are properly prepared and submitted as required by the NJDOE.
8. Shall maintain all confidential department records.
9. Shall be responsible for the development of the district security budget.

**TERMS OF EMPLOYMENT:** Salary and work year to be determined by the Board of Education

**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:**  
1<sup>st</sup> Reading: 11/20/17; 2<sup>nd</sup> Reading: 12/11/17