

Title: Township of Union Board of Education -Substitute School Security Officer

- Qualifications:**
1. New Jersey Teachers certification or 60 college credits or County Teachers certificate and a high school diploma or Equivalent.
 2. Minimum experience as determined by the Board of Education.
 3. Knowledge of security measures, fire prevention and crowd control.
 4. Ability to maintain order and to work with groups and individuals on matters of security and crisis management.
 5. Applicant has to complete a criminal background and fingerprint check, proof of U. S. citizenship or legal resident alien status and provide proof of same.
 6. Posses or be able to obtain a S.O.R.A. /S.I.R.A. certification.
 7. Ability to read, write and understand the English language.
 8. Possess or be willing to obtain a C.P.R., First Aid and A.E.D certification.
 9. Posses a valid N.J. Drivers license.

Reports to: District Security Director or Building Principal, Vice Principal

Job Goals: The Substitute Security Officer promotes attitudes of student responsibility and assist the school administration with the safety of the students and the security of the school buildings

Performance Responsibilities:

1. Patrol district buildings and grounds to protect against illegal entry, acts of violence, vandalism, illegal drug activity, arson, theft and violations of school rules.
2. Conduct regular inspections of windows, doors and other points of entry to ensure they are secure.
3. Patrol school grounds to observe unauthorized persons or vehicles, parking violations and overall security of the outside area including the checking of exterior lights and emergency exits.
4. Check identification of pupils, staff and visitors entering the buildings.
5. Detain unauthorized persons and call for police assistance in accordance with the district's security plan/crisis management plan.
6. Participate in the district's school emergency and crisis management plan as assigned.
7. Notify police, fire department or EMS of situations requiring immediate notifications.
8. Record all observations and conditions and report unusual occurrences, property damage and or rule violations to a supervisor.

9. Perform related duties as assigned.
10. Escort unauthorized or disruptive persons from class or from the buildings.
11. Be available on an as needed basis when called to cover for absent security officers.

Terms of Employment: Salary is determined by the Salary Guide for Substitute School Teachers.

Physical Demands: Must be able to meet performance responsibilities.