



### **MANAGER OF SAFETY, SECURITY, EMERGENCY OPERATIONS & COMPLIANCE**

#### **QUALIFICATIONS:**

1. Associate's degree from an accredited college or university in criminal justice, public administration, emergency management, school administration, homeland security, or a related field.
2. Minimum of five years of progressively responsible experience in security, law enforcement, emergency management, compliance, school safety, or related operational leadership.
3. Minimum of three years of experience supervising personnel, directing work, conducting evaluations, and managing employee performance.
4. Demonstrated knowledge of physical security measures, emergency operations, crisis management, incident response, regulatory compliance, search and seizure law, and school safety requirements in an educational environment.
5. Demonstrated ability to provide leadership and guidance to administrators and staff regarding districtwide safety, security, emergency preparedness, and compliance matters.
6. Experience coordinating operations across multiple buildings or sites preferred.
7. Experience with security technology systems, including cameras, video management systems, electronic access control, visitor management systems, alarms, radios, and related reporting platforms preferred.
8. Demonstrated ability to analyze operational issues, assess risk, develop corrective action plans, and implement system improvements.
9. Excellent integrity, initiative, judgment, and decision-making skills under routine and emergency conditions.
10. Excellent verbal, written, organizational, interpersonal, and supervisory skills.
11. Ability to collaborate effectively with students, staff, administrators, families, law enforcement, emergency responders, and community partners.
12. Ability to work flexible hours, including evenings, weekends, and emergency response situations.
13. Required criminal history background check and eligibility to work in the United States.
14. Valid New Jersey Driver's License
15. Must meet New Jersey residency requirements pursuant to the New Jersey First Act
16. Must be able to perform the essential functions of the position satisfactorily; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
17. Such alternatives to the above qualifications as the Board may find appropriate and acceptable



**REPORTS TO:** Assistant Superintendent of Business Operations

**JOB GOAL:** The Manager of Safety, Security, Emergency Operations & Compliance serves as the district's leader for the design, supervision, implementation, and continuous improvement of districtwide safety, physical security, emergency operations, and regulatory compliance systems. The position is responsible for not only managing day-to-day security operations but also for directing security personnel, standardizing security practices across all sites, coordinating emergency readiness, leading operational compliance efforts, and advancing a comprehensive districtwide approach to safe and secure school environments.

**PERFORMANCE RESPONSIBILITIES:**

1. Leads and manages the district's comprehensive program for safety, security, emergency operations, and operational compliance.
2. Ensures district compliance with all applicable federal and state laws and school safety regulations.
3. Evaluates district safety and security practices on a continuous basis and recommends organizational, procedural, staffing, training, and capital improvements to the Assistant Superintendent of Business Operations.
4. Develops annual and long-range priorities for district safety, security, emergency operations, and compliance functions.
5. Prepares and administers the department budget in conjunction with the Assistant Superintendent of Business Operations, including recommendations related to staffing, contracted services, technology, equipment, and capital needs.
6. Leads the full employee lifecycle for district security personnel, including recruitment, selection, onboarding, training, and scheduling; establishes performance standards, post expectations, deployment protocols, accountability measures, and provides regular feedback through formal evaluations and ongoing professional development.
7. Makes recommendations regarding appointments, assignments, reassignments, discipline, and termination of security staff to the Assistant Superintendent of Business Operations.
8. Monitors and evaluates the effectiveness of security staffing models and makes recommendations for staffing adjustments based on building needs, incident trends, and operational priorities.
9. Oversees the lifecycle of district security technology (e.g., surveillance, access control, and communication systems), ensuring operational readiness through regular testing, maintenance, and documented system improvements.
10. Directs a comprehensive physical security and continuous improvement program by conducting regular facility assessments and post-incident reviews to identify vulnerabilities; develops written corrective action plans and coordinates with facilities,



technology, and school administration to prioritize and implement security improvements across all district properties.

11. In consultation with administration, manages the retention, storage, access, security, and lawful disposal of security recordings and related records.
12. Serves as lead district administrator for emergency operation planning, preparedness, response coordination, and recovery support.
13. Coordinates the District Emergency and Crisis Response Team in collaboration with the Assistant Superintendent of Business Operations and other district leaders.
14. Coordinates, monitors, and reviews required fire drills, security drills, lockdowns, evacuations, reunification exercises, and related emergency activities.
15. Detains unauthorized persons and requests law enforcement assistance when appropriate and in accordance with district policy and applicable law.
16. Develops systems and processes to improve documentation, internal controls, accountability, and compliance reporting related to security operations and emergency readiness.
17. Prepares, maintains, and submits reports, logs, and documentation related to incidents, drills, inspections, staffing assignments, training, compliance requirements, and program effectiveness.
18. Maintains all NJDOE School Safety Specialist requirements and other required trainings, credentials, and certifications associated with the position.
19. Develops and coordinates an ongoing districtwide professional development program for security staff and other employees with safety, supervision, or emergency responsibilities.
20. Develops and implements prevention strategies to reduce the likelihood of school violence, unauthorized access, security breaches, and other operational disruptions.
21. Maintains current knowledge of best practices in school safety, physical security, emergency operations, and regulatory compliance, and shares relevant guidance with district administrators and staff.
22. Serves as the district liaison with law enforcement, emergency management agencies, fire officials, EMS, municipal officials, and other local, state, and federal agencies as needed.
23. Serves as the primary security partner for district and building-level administrators, coordinating safety planning and operational readiness for daily building needs, emergencies, and special activities such as athletic events or public meetings.
24. Attend Board of Education meetings, administrative meetings, and other district meetings when requested.
25. Performs duties as assigned by the Assistant Superintendent of Business Operations.

### **PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT:**

The physical abilities and other conditions of continued employment listed in this section are representative but are not intended to provide an exhaustive list of physical abilities and other conditions of continued employment may be required for this position. Reasonable



# Township of Union Public Schools

## Job Description

accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Standing and Walking:** Ability to stand and walk for extended periods, including during facility inspections and emergency responses

**Sitting:** Ability to sit for extended periods while performing administrative duties and meetings

**Lifting and Carrying:** Ability to lift and carry up to 25 pounds

**Manual Dexterity:** Ability to operate office equipment, security devices, and communication tools

**Climbing and Balancing:** Occasionally required to climb stairs, ladders, or balance when inspecting facilities or responding to emergencies

**Visual and Auditory Acuity:** Ability to see and read printed materials, observe student movement, and hear and understand speech at normal levels, including in emergencies

**Physical Agility:** Ability to move quickly and respond to emergencies, including the potential need to restrain individuals in accordance with district policy and law

**Environmental Conditions:** Must be able to work indoors and outdoors in various weather conditions, and may be exposed to stressful or emergencies

**Other:** Ability to occasionally travel between district sites and work in standard office or school environments

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

**ANNUAL EVALUATION:** The performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

**Approved by:** Township of Union Public Schools

Date:

**Reviewed and Agreed to by:**

Date: