

BRANCBURG TOWNSHIP SCHOOL DISTRICT
Branchburg, New Jersey

JOB DESCRIPTION

Job Title: School Safety and Security Coordinator
Reports To: Superintendent of Schools
Contract Terms: 10 Month Individual Contract, Not Benefits Eligible

Job Goal: To adopt a comprehensive approach to addressing school safety focusing on prevention, intervention, and response to the safety and security of students.

Objective: To foster a sense of community and connection among schools and those organizations and agencies that work together to enhance and sustain safe learning environments.

Qualifications:

- A minimum of 10 years of relevant experience in law enforcement, security, or in a related roles
- Extensive knowledge of security measures, crisis management, and current laws and regulations governing search and seizure activities, and understanding of the criminal justice system

Performance Responsibilities:

- Plan, coordinate, supervise, and evaluate public safety activities of the district.
- Develop, coordinate, and recommend long and short-range district safety protocols and programs with the town and appropriate state agencies.
- Plan and implement a law enforcement coordination program for the district and review performance and effectiveness, formulate programs and policies to promote and maintain public safety in the district.
- Supervise and coordinate the preparation and presentation of an annual budget for safety; direct the implementation of the safety budget; and plan and review specifications for new and replaced safety and security equipment.
- Prepare and submits periodic reports regarding district safety activities, and prepare appropriate district and state reports as needed.
- Meet and cooperate with other law enforcement officials at the local, county, and state levels to coordinate and review all aspects of district safety.
- Attend conferences and meetings to keep abreast of current trends in school safety and security.

- Assist the building administrators with the appropriate investigation, review all internal investigations done by the school's personnel, and advise the administration on potential outcomes and dispositions.
- Coordinate and plan security drills in conjunction with local, county, and state agencies and develop and recommend appropriate programs for implementation.
- Evaluate facilities and security equipment to identify security and safety needs.
- Develop and implement both the buildings and district School Emergency Operations Plan and assist the building administrators with training and implementation programs.
- Responsible for coordination of review/revision on an annual basis.
- Work closely with building principals in the coordination of security programs.
- Establish procedures and routines for regularly checking district facilities during times when facilities are not in use.
- Responsible for the distribution of copies of school safety and emergency response manuals/plans to all pertinent individuals.
- Serve as a member of the district and Board of Education safety committee and make recommendations.
- Collaborates on policy and procedure development for the district.
- Immediately report to the Superintendent or their designee on any development or problem within the district or community that may require central office intervention or authority.
- Uphold and enforces school rules, administrative regulations, and Board policies.
- Performs other related duties as assigned by the Superintendent or their designee.

Evaluation

- In accordance with state regulations and Board of Education policy.

Board of Education Approved: September 7, 2023