



## **West Windsor-Plainsboro Regional School District**

### **Job Description**

**Job Title:** School Security Officer "Eyes on the Door"  
**Department:** Pupil Services/Planning  
**Reports To:** Office of the Superintendent and/or designee and Assigned Building Administration  
**Salary Guide:** Non-Affiliate D; Ten-month contract  
**Prepared Date:** 31 August 2021

**Position Summary:** The School Security "Eyes on the Door" Officer will provide students and staff a safe environment.

**Qualifications:** Experience in law enforcement, school security, and/or public safety preferred. Valid Security Officer Registration Act (SORA) License, preferred. AED/CPR Certified preferred. Knowledge of security measures, fire prevention, and crowd control. Ability to maintain order and work with groups and individuals on matters of security and crisis management. Excellent interpersonal skills with all levels of staff, students, parents, and the community. Valid driver's license.

### **Essential Duties and Responsibilities:**

#### **PERFORMANCE RESPONSIBILITIES**

- Security monitoring, patrol and respond to security problems.
- Provide direct contact to the public at the main entrance and check identification of visitors entering the schools.
- Positively represent the school and provide general assistance/information to visitors.
- Patrol district buildings and grounds to protect against illegal entry, acts of violence, vandalism, illegal drug activity, arson, and theft.
- Conduct regular inspection of windows, doors, and other points of entry to ensure that they are secure.
- Patrol school rounds to observe unauthorized persons of vehicles, parking violations, and overall security of the outside area including exterior lighting and emergency access routes.
- Detain unauthorized persons; call for police assistance in accordance with the district's security plan/crisis management plan.
- Participate in the district's/school's emergency and crisis management plan as assigned.
- Notifies police, fire department, or other appropriate authority of any situation requiring immediate attention.
- Accompany students to main office when needed.
- Direct traffic in parking lots.

#### **RECORDKEEPING**

- Record all observations and conditions, and report unusual occurrences or property damage to superiors and document rule violations.
- Submit written reports of all incidents of vandalism, violence, illegal drug activity, and security violations as instructed.

### **TECHNOLOGY SKILLS**

Ability to be proficient in computer applications pertinent to support the position, including but not limited to Microsoft Office, Microsoft Excel, Google Suite, Genesis Employee Portal and Student Information System.

### **EVALUATION OF PERFORMANCE**

Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education policy.

### **PHYSICAL DEMANDS**

The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **WORK ENVIRONMENT**

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

### **TERMS OF EMPLOYMENT**

10 Month Contract. Salary and benefits as determined by the Board of Education and any applicable and collective negotiations agreement.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

### **NEW JERSEY FIRST ACT**

New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires employees of all school boards to reside in the State of New Jersey unless otherwise exempted under the law.

### **AMERICANS WITH DISABILITIES ACT STATEMENT**

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The West Windsor-Plainsboro School District shall

determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

**The West Windsor-Plainsboro Regional School District** is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

Board Approval Date: 8/31/2021

Certified by: C. Comella  
Director of Human Resources

