



West Windsor-Plainsboro Regional School District Job Description

Job Title: Security Aide
Department: High School
Reports To: School Principal
Salary Guide: Non-Affiliate B; Twelve-month Position
Prepared Date: 19 October 2021

Position Summary: The Security Aide guards property against fire, theft, vandalism, and illegal entry and monitors the hallways/building/grounds for activity.

Qualifications: High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Essential Duties: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, have the ability to prioritize work with minimal supervision, and demonstrate experience with independent projects and tasks. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Security Aide has the duties and responsibilities commonly associated with this position, including (but not exclusive of) the following:

Essential Duties and Responsibilities

- Patrols the school's buildings and grounds periodically and systematically.
- Examines doors, windows, and gates to determine that they are secure.
- Warns and reports violators of rule infractions, such as loitering, smoking, or carrying forbidden articles, and apprehends or expels persons engaging in suspicious or criminal acts.
- Inspects equipment and machinery to ascertain if tampering has occurred.
- Watches for and reports irregularities such as fire hazards, leaking water pipes, and security doors left unlocked.
- Observe departing personnel to guard against theft of building property.
- Sounds alarm or calls police or fire department by telephone in case of fire or presence of unauthorized persons.

- Permits authorized persons to enter property.

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, Raptor Technologies, and Genesis Employee Portal.

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. While performing the duties of this job, the employee is frequently required to stand and walk.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TERMS OF EMPLOYMENT

12 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: 10/20/2021

CERTIFIED BY: CJ Comella
Director for Human Resources

