



West Windsor-Plainsboro Regional School District

Job Description

Job Title: Security Coordinator
Department: Pupil Services/Planning
Reports To: Office of the Superintendent and/or designee and Assigned Building Administration
Salary Guide: Non-Affiliate A; Twelve-month contract
Prepared Date: 29 June 2023

Position Summary: The Security Coordinator will supervise "Eyes on the Door" school security staff to 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:

- In consultation with administration, interviews, hires, and trains "Eyes on the Door" school security staff
- Oversees daily responsibilities, schedules, and assignments of "Eyes on the Door" school security staff
- Prepares and conducts training for new "Eyes on the Door" school security hires and current staff including training on District school safety and security protocols
- Supports school security protocols for all assigned facilities and information systems and software
- Takes proactive steps to provide a safe and secure environment for students and staff
- Conducts regular walk-throughs and security inspections of District schools and facilities
- Performs other school security related duties as assigned
- Notifies police, fire department, or other appropriate authority of any situation requiring immediate attention including school and District administration

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

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: 7/25/2023

Certified by: C. J. Comella
Assistant Superintendent for Personnel

