

EAST ORANGE SCHOOL DISTRICT

East Orange, New Jersey



Security Monitor Position

REPORTS TO: Building Administrator/Supervisor of Safety/School Safety Officer (if applicable)

JOB GOAL: To provide security and protection for students, staff, and school property

RESPONSIBILITIES:

Security monitoring, patrols and response to security problems

1. Patrols district buildings and grounds to protect against illegal entry, acts of violence, vandalism, illegal drug activity, arson and theft
2. Conducts regular inspections of windows, doors, and other points of entry to ensure that they are secure
3. Patrols school grounds to observe unauthorized persons or vehicles, parking violations, and overall security of the outside area including exterior lighting and emergency access routes
4. Direct individuals to maintain at 6' of social distancing between people.
5. Ensure a cloth or suitable mask is worn upon entering and while inside district facilities.
6. Perform a temperature scan of all visitors and/or as directed by the building administrator.
7. Checks identification of pupils, staff, and visitors entering the schools or other district facilities
8. Detains unauthorized persons; calls for police assistance in accordance with the district's security plan/crisis management plan
9. Participates in the district's/school's emergency and crisis management plan as assigned
10. Notifies police, fire department, or other appropriate authority of any situation requiring immediate attention

11. Patrols school hallways, stairwells, classrooms, and any other structure on school property that is accessible to students, staff or visitors
12. Must be Crisis Prevention Institute (CPI) trained for de-escalation of verbal or physical conflict on school grounds
13. Reports all improper student conduct to school administration
14. Enforces rules with regard to illegally or improperly parked vehicles on school property
15. Competently uses handheld radio system including proper radio transmission etiquette

Record-keeping and customary reporting

1. Records all observations and conditions, and reports unusual occurrences of property damage to superiors and documents rule violations
2. Submits competently written reports, using data processing software, of all incidents of vandalism, violence, illegal drug activity, and security violations

Other

1. Performs such duties as assigned by the Building Administrator and/or the Supervisor of Safety and/or the School Safety Officer (if applicable)
2. Must be able to perform all of the essential functions of the job with reasonable accommodations, if necessary

QUALIFICATIONS:

1. High school diploma or equivalent; valid New Jersey driver's license
2. Must be physically fit to thwart violent confrontations
3. Experience in law enforcement, school security and/or public safety preferred
4. Knowledge of security measures, fire prevention, and crowd control. Ability to maintain order and to work with groups and individuals on matters of security and crisis management
5. Strong problem-solving skills and ability to communicate
6. Must be able to use technology efficiently such as computer, two-way radio, video monitors, buzz-in systems, electronic surveillance equipment
7. Speak tactfully and courteously in English with staff and public and be sensitive to cultural developmental, religious, and ethnic diversity of students, staff, and community
8. Ability to read, write, communicate effectively, understand and follow verbal and written instructions

9. Establish and maintain effective relationships with those contacted in the course of work

Other:

1. High school diploma or equivalent education/training
2. Minimum experience as determined by the board
3. Required criminal history background check, drug screening, and eligibility to work in the United States
4. All applicants must meet NJ residency requirements as per the "New Jersey First Act", N.J.S.A. 52:14-7 (L. 2011, Chapter 70)

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 which may be required of this position. The East Orange School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodations to contact the Division of Labor Relations and Employment Services.

Vision: (which may be corrected) to read small print; view a computer screen for prolonged periods

Hearing: (which may be corrected) to answer telephones and tolerate exposure to noisy conditions

Speech: to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone

Upper Body Mobility: use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arm to reach outward and upward; use hands and arms to lift objects; turn, raise and lower head

Strength: to lift, push, pull and/or carry objects which weigh as much as 5 pounds on a frequent basis

Environmental Requirements: encounter constant work interruptions; work cooperatively with others; work independently; work indoors

Mental Requirements: read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly, learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile, and coordinate information and records

APPLICATION PROCEDURE:

Qualified applicants are invited to file applications and credentials via **Applitrack** at:

<https://www.applitrack.com/eosd/onlineapp/>

SELECTION PROCEDURE:

1. Review of credentials filed with the Superintendent of Schools
2. An oral interview to determine an applicant's personal qualifications and aptitude for the position, as required
3. The appointment of a person to the position advertised is the responsibility of the Board of Education and will be made in compliance with Board policies related to the appointment of staff

TERM OF EMPLOYMENT:

Ten-month work year

SALARY RANGE:

Based on the negotiated agreement governing the employment of Security Monitors and Guards

Approved by the East Orange Board of Education:

September 15, 2020