



# JACKSON SCHOOL DISTRICT

JACKSON, NEW JERSEY

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**TITLE:** **LEAD SCHOOL LAW ENFORCEMENT OFFICER**

**QUALIFICATIONS:**

1. High School Diploma or GED
2. Prior Law Enforcement, School Security or Military Experience
3. Valid New Jersey Drivers License
4. Knowledge and/or experience with monitoring and control of adolescents
5. Ability to read and write English
6. Computer Knowledge
7. Required criminal history background check and proof of U.S. Citizenship or legal resident alien status

**REPORTS TO:** Directly responsible to the Director of Security, Principal or designee

**SUPERVISES:** All SLEO Personnel

**JOB GOAL:** To provide a safe learning environment for all our stakeholders and secure our district in the safest manner possible during peak and non-peak hours.

**ESSENTIAL JOB FUNCTIONS:**

1. Shall be employed on an eleven (11) month basis with work day schedule as determined by the Director of Security. Eleven (11) month period shall include 10 month student school year plus one (1) summer month.
2. Shall perform in accordance with the negotiated agreement between the Board of Education and the Teamsters Local No. 97.
3. Shall monitor and supervise security patrols within the district as assigned.
4. Shall review all written reports and investigations and provide two way communications with the Director of Security, 24 hours a day.
5. Shall provide monthly reports on all district security activity to the Director of Security, including calls for service, JPD, HIB, educational programs and presentations.
6. Shall assist the Director of Security in assigning overtime in accordance with the Teamster Local 97 contract agreement.
7. Shall assist School Law Enforcement Officers when required.
8. Shall monitor extracurricular activities within the district as assigned by the Director of Security.
9. Ensure all extra- duty assignments have clear assignments and posts and that these plans are followed.
10. Will communicate with Jackson Police Department (JPD) as needed and ensure when they are assigned to school events that they are familiar with the events.
11. Ability to work with building level administration when dealing with critical issues.
12. Shall be responsible for all “standard operating procedures” (SOP), development and annual review.
13. Attend OEM meeting as assigned by the Director of Security.
14. Responsible for the coordination of district building based Emergency Response Manuals, and MSDS reports in conjunction with the administration.
15. Responsible to respond to all after hours alarm calls within the district, and in their absence make sure on call assignments are implemented
16. Responsible for the implementation of district educational programs and school based parent group presentations.

17. Must be physically fit, mobile and flexible with the ability to run, jog and climb stairs
18. Ability to restrain students and quickly respond to an emergency situation
19. Ability to stand and walk for long periods of time in performance of job functions
20. Ability to conduct extensive motorized patrols of district schools and related properties and sit for extended periods of time
21. Must be able to work in all weather conditions
22. Ability to exercise independent judgment
23. Ability to lift 75 pounds at least 20% of the time.
24. Assist Director of Security with training of SLEO personnel
25. May be required to testify in court or before the BOE regarding district related matters
26. Shall perform such other duties and tasks that are assigned by the Director of Security.

**TERMS OF  
EMPLOYMENT:**

Salary and work year to be determined by the board.

**EVALUATION:**

Performance of this job will be evaluated in accordance with state law and provisions of the board's policy on evaluation of non-certified staff.

APPROVED BY: Board Agenda    DATE: 7/15/14

REVISED: \_\_\_\_\_