

PLAINFIELD PUBLIC SCHOOLS  
Plainfield, New Jersey

JOB DESCRIPTION

**TITLE:** Security Officer

**QUALIFICATIONS:**

1. Minimum of a High School Diploma/College Degree, preferred.
2. Must possess a valid motor vehicle operator's license.
3. Valid Security Officer Registration Act (SORA) License, preferred.
4. AED / CPR Certified preferred.
5. One year or more of progressively responsible experience in a security-related field.
6. Demonstrates excellent integrity and good moral character and initiative.
7. Demonstrates the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
8. Exhibits a personality that demonstrates excellent interpersonal skills to relate well with students, staff, administration, parents and the community.
9. Must have excellent organizational skills.

**REPORTS TO:** Director of Security or Designee and/or Building Administrator

**NATURE AND SCOPE OF JOB:**

The Security Personnel promotes attitudes of student responsibility; assists with the safety of students and staff and the security of the facilities; assists in providing protection for all students, staff, and property within the limitations of N.J.S.A. 18 A:6-1 and N.J.S.A. 18a:25-2.

**ROLE AND RESPONSIBILITIES**

1. Enforces, with the assistance of appropriate staff member, all school rules and regulations which pertain to the safety and welfare of students and staff.
2. Monitors buildings and grounds, including entrances, exits, halls, lavatories, locker rooms, gym, auditorium, cafeteria, etc.
3. Possesses awareness of the building procedure to follow in the event of an emergency or disaster.
4. Notifies the building administration, police, and/or appropriate emergency personnel of any emergency, potentially dangerous or unusual situations.
5. Monitors and assists students upon entering the school during morning arrival and leaving the school during afternoon dismissal.
6. Ensures a smooth traffic flow of students through the hallways, assisting students with on-time arrival to class and to assigned locations.

7. Assists with supervision in the breakfast and lunch periods.
8. Assists disruptive students and removes them from class, when necessary, escorting them to the proper supervisor.
9. Reports all incidents of loitering, damage, and or unlawful activity to the proper authorities, with significant information.
10. Notifies immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
11. Promotes student responsibility for behavior and attitude by serving as a role model, dressing and grooming professionally.
12. Displays ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
13. Protects confidentiality of records and information about staff/students and uses discretion when required to share any such information.
14. Adheres to Plainfield Board of Education policies and procedures.
15. Encourages students to wear identification badges.
16. Be current and up to date on all required training.
17. Willingness to work flexible hours, overtime and weekends.
18. Attends department meetings.
19. Performs all other duties as assigned by the Director of Security, the Building Principal, his/her designee, or other appropriate Building/District Administrators.

**EVALUATION:**

**TERMS OF EMPLOYMENT:** 10-month position

**SALARY:** According to PEA collective bargaining agreement

Revised and Adopted by the Plainfield Board of Education at its Business Meeting of April 15, 2014.