

Job Description

**Board of Education
Woodbridge Township**

Title: **Security Screener**

Function: To search student bags during arrival and work directly with Security Officers & School Administration.

Reports to: Assigned Principal and Coordinator of Security

A. Duties, responsibilities, and authorities:

1. To ensure that all rules and regulations of the Woodbridge Township Board of Education regarding weapon detection and student safety systems are in compliance.
2. Meet with the assigned Principal and Coordinator of Security Officers.
3. Be courteous and respectful with students.
4. Report any incidents or problems to the Administrators assigned or Security Officers.

B. Experience/Background

1. Emergency services background (Police, Fire, EMS) or security background strongly preferred.
2. SORA (Security Officer Registration Act) license strongly preferred.

C. Personal Qualifications:

1. Must be in good physical condition.
2. Must be mature and possess integrity
3. Must demonstrate the ability to get along with others.
4. Must present a neat appearance and dress appropriately.
5. Must possess a high school diploma.
6. Must possess a valid driver's license.

April 2025
