



Township of Union Public Schools

MANAGER OF SECURITY TOWNSHIP OF UNION PUBLIC SCHOOLS (TUPS)

Job Description

TITLE: MANAGER OF SECURITY

QUALIFICATIONS:

1. Bachelor's Degree from an accredited college/university – preferred
2. Hold and maintain a valid New Jersey driver's license
3. Knowledge of security measures, crisis management, and current laws and regulations governing search and seizure activities, and understanding of the criminal justice systems
4. Ability to provide leadership and guidance regarding safety and security issues in an educational environment
5. Law enforcement supervisory experience preferred
6. Exhibit a personality that demonstrates interpersonal skills to relate well to students,
7. staff, administration, parents, and the community
8. Evidence of good physical health to fulfill job functions and responsibilities
9. Excellent integrity and demonstrate good moral character and initiative
10. Strong problem-solving skills and ability to communicate
11. Must be able to use technology efficiently, such as computers, two-way radio, video monitors, buzz-in systems, electronic surveillance equipment
12. Establish and maintain effective relationships with those contacted in the course of work
13. Required criminal history background check, drug screening, and eligibility to work in the United States
14. 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)
15. Such other qualifications of academic, professional, and personal excellence as the Township of Union Board of Education may specify

REPORTS TO: Superintendent, Assistant Superintendent of Personnel & Operations

JOB GOAL: To coordinate building safety and law enforcement throughout the school district and establish appropriate regulations, procedures, and plans to ensure safe, secure school facilities

PERFORMANCE RESPONSIBILITIES:

1. Assumes responsibility for implementing the district's security plan and security-related policies and regulations.



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2. Evaluates the district's security program on a continuing basis and recommend changes to the Assistant Superintendent of Personnel & Operations, and Superintendent of Schools as needed.
3. Prepares and administers the security department budget to the Assistant Superintendent of Personnel & Operations
4. Assigns, directs, and reviews the work of security staff
5. Provides input and participates in the district's emergency and crisis management plan
6. Plans and coordinates, with the assistance of the Assistant Superintendent of Personnel & Operations, the District's Emergency and Crisis Response Team and meets with them, minimally four times per school year
7. Adheres to federal statutes and regulations, New Jersey school law, State Board of Education rules and regulations, and Township of Union Board of Education policies and regulations
8. Serves as the primary Emergency Management official for TUPS
9. Coordinates the development and implementation of procedures to ensure a safe internal and external school environment
10. Monitors TUPS Resource Officers & Class III Officers
11. Provides direct assistance to principals, building administrators, and staff to enhance safety and security at school sites and other locations where school activities occur
12. Serves as a liaison between the school district and local law enforcement, emergency management agencies, public safety communications, EMS, and fire department
13. Coordinates with the other staff of the district in areas of safety and security
14. Coordinates with other local, county, state, and federal agencies as needed
15. Develops and implement prevention strategies in an effort to minimize the likelihood of school violence
16. Develops and coordinates an ongoing staff development program for employees who have security responsibilities
17. Maintains information on best practices relative to school safety and security to be shared with administrators
18. Performs such duties as assigned by the Superintendent of Schools or Assistant Superintendent of Personnel & Operations
19. Must be able to perform all of the essential functions of the job with reasonable accommodations, if necessary

Supervision of Staff:

1. Interviews candidates for all security guard positions and make recommendations regarding appointments, promotions, reassignments, and disciplinary actions to the Assistant Superintendent of Personnel & Operations & Superintendent of Schools.



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2. Assigns, directs, and reviews the daily work of security guards.
3. Identifies professional development activity needs for security personnel and makes provisions for the appropriate training.
4. Perform a minimum of (1) evaluation for all Security personnel

Emergency Planning

1. Participates in the TUPS emergency and crisis management plan as assigned.
2. Maintains a comprehensive knowledge of the contents and requirements of the emergency plans for TUPS facilities.
3. Cooperates with the local law enforcement agency and other federal, state, and local agencies regarding building security procedures and special security problems.

Crisis response

1. Detain unauthorized persons; calls for police assistance in accordance with the district's security plan/crisis management plan.
2. Notifies police, fire department, or other appropriate authority of any situation requiring immediate attention.
3. Serves as a link between units responding to a crisis on school property and school employees
4. Submits written reports of all incidents of vandalism, violence, illegal drug activity, and security violations.
5. Prepares and maintains reports on fire drills and security drills.

Other

1. Maintains a high level of professional competency through participation in workshops, seminars, meetings, and other appropriate activities.
2. Performs related duties as assigned Assistant Superintendent of Personnel & Operations & Superintendent of Schools.
3. Maintain all New Jersey Department of Education School Safety Specialist Requirements.

TERMS OF EMPLOYMENT: Salary and work year are to be determined by the Superintendent & Board of Education.

ANNUAL EVALUATION: The performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Township of Union Public Schools
Updated 2/23/23

Date:



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Reviewed and Agreed to by:

Date:

LEGAL REFERENCES:

N.J.S.A. 1BA:6-7.1

N.J.S.A. 18A:16-1

N.J.S.A. 18A:16-2

N.J.A.C. 6A:16

See particularly:

N.J.A.C 6A:16-5.1

N.J.A.C 6A:16-5.3

N.J.A.C 6A:16-11

N.J.A.C. 6A:32-6

Criminal history record

Officers and employees

Physical examinations: requirement

Programs to support student development

School safety and security plans

Incident reporting of violence, vandalism, and alcohol and other drug abuse

Reporting potentially missing or abused children

School employee physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.