

	RANDOLPH TOWNSHIP SCHOOLS 25 SCHOOL HOUSE ROAD, RANDOLPH, NJ 07869 JOB DESCRIPTION		
TITLE:	Security Guard	REPORTS TO:	Security Supervisor
QUALIFICATIONS:	<ul style="list-style-type: none"> • High School diploma or equivalent • Valid NJ driver's license • Required criminal history background check and proof of U.S. Citizenship or legal resident alien status • Prior law enforcement, military or employed working with adolescents preferred • Good communication skills • SORA Red/RPO certified • All staff hired after 9/1/2016 will have a valid permit to carry a handgun 		
GENERAL DESCRIPTION:			
<p>Provide for the safety and welfare of students, teachers and staff during classroom and non-classroom activities; minimizing the frequency and/or severity of harmful incidents; and communicating observations and/or incidents that have a potential impact on the general well-being of students, school personnel, and/or visitors.</p>			
RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO:			
<ol style="list-style-type: none"> 1. Enforces school and district policies and enforcement of procedures to students, parents, personnel and visitors for the purpose of ensuring safety and accountability of the potential consequences of violation. 2. Maintains all security certifications as required by the district Security Supervisor; collaborates with building and district administration in training of personnel as necessary 3. Issues parking permits in accordance with district policy for the purpose of controlling and monitoring access of students and/or staff in parking areas. 4. Visually checks and stops, if necessary, cars entering or leaving school property to determine whether occupants have legitimate business on or off school property. 5. Checks any person who appears to be loitering on school property. If such person does not have legitimate business on school property, he/she should be requested to leave. If any person refuses to follow instructions, the security officer must report the incident to the administration as soon as possible. 6. Monitors all access points to each district building and ensures proper operation of all gates, doors and locking mechanisms, submitting work orders as necessary. 7. Assists during emergency drills and works closely with administration to facilitate safe and efficient drills. 8. Assists building administration in transporting students and/or staff members in emergency situations for medical treatment, or when an individual is asked to leave district property. 9. Conducts foot and vehicle patrols as required by supervisor throughout the day. 10. Performs such other tasks and assume such other responsibilities as assigned by the Security Supervisor. 			
WORK YEAR: Ten – month position			
DATE APPROVED:	October 16, 2018		
BY:	Board of Education		