



MANAGER OF SECURITY

QUALIFICATIONS:

1. Bachelor's degree from an accredited college/university - preferred
2. Knowledge of security measures, crisis management, and current laws and regulations governing search and seizure activities, and understanding of the criminal justice system
3. Ability to provide leadership and guidance regarding safety and security issues in an educational environment
4. Law enforcement supervisory experience preferred
5. Exhibit a personality that demonstrates interpersonal skills to relate well to students, staff, administration, parents, and the community
6. Evidence of good physical health to fulfill job functions and responsibilities
7. Excellent integrity and demonstrates good moral character and initiative
8. Excellent verbal, written, and interpersonal communication skills
9. Strong project management, organizational, and problem-solving abilities
10. Ability to work in an office or school environment; may require occasional evening or weekend work during emergencies or special events
11. Ability to work collaboratively, manage multiple projects, and meet tight deadlines
12. Commitment to equity, cultural relevance, and accessibility in all communications
13. Must be able to use technology efficiently, such as computers, two-way radios, video monitors, and electronic surveillance equipment
14. Required criminal history background check and eligibility to work in the United States
15. Valid New Jersey Driver's License
16. 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)
17. Must be able to perform the essential functions of the position satisfactorily; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
18. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Assistant Superintendent of Business Operations

JOB GOAL: The Manager of Security serves as the district's head of all security operations, responsible for developing, implementing, and managing comprehensive security and emergency management programs. This position ensures a safe and secure environment for students, staff, and visitors by overseeing all security personnel, developing and enforcing policies, managing security technology, and coordinating with local law enforcement and emergency agencies. The



Township of Union Public Schools

Job Description

Manager of Security leads district-wide safety initiatives, conducts training, and serves as the primary point of contact for all matters related to school security.

PERFORMANCE RESPONSIBILITIES:

1. Assumes responsibility for implementing the district's security plan and security-related policies and regulations
2. Evaluates the district's security program continuously and recommends changes to the Assistant Superintendent of Business Operations
3. Prepares and administers the security department budget in conjunction with the Assistant Superintendent of Business Operations
4. Oversees the use and maintenance of school security equipment, including ensuring appropriately posted notices, and in consultation with the custodian of records, manages the retention, storage, security, and disposal of recorded footage and ensures appropriate access and use of recorded footage
5. Assigns, directs, and reviews the work of security staff
6. Provides input and participates in the district's emergency and crisis management plan
7. Maintains comprehensive knowledge of the contents and requirements of the emergency plans for the District
8. Plans and coordinates, with the assistance of the Assistant Superintendent of Business Operations, the District's Emergency and Crisis Response Team, and meets with them a minimum of four times per year
9. Adheres to federal statutes, regulations, New Jersey school law, State Board of Education rules, and Township of Union Board of Education policies.
10. Serves as the primary emergency management official for the Township of Union Public Schools (TUPS)
11. Coordinates the development and implementation of procedures to ensure a safe internal and external school environment
12. Monitors TUPS resource officers and Class III officers
13. Provides direct assistance to principals, building administrators, and staff to enhance safety and security at school sites and other locations where school activities occur
14. Serves as a liaison between the District and local law enforcement, emergency management agencies, public safety officials, EMS, and the fire department
15. Coordinates with other staff of the district in areas of safety and security
16. Coordinates with other local, county, state, and federal agencies as needed
17. Detains unauthorized persons, calls for law enforcement assistance in accordance with the District's security/crisis management plan
18. Develops and implements prevention strategies in an effort to minimize the likelihood of school violence
19. Develops and coordinates an ongoing professional development program for staff who have security responsibilities



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20. Maintains information on best practices relative to school safety and security to be shared with administrators
21. Regularly assess district facilities for potential security risks and recommend improvements
22. Interview candidates for all security positions and make recommendations regarding appointments, promotions, reassignments, and disciplinary actions to the Assistant Superintendent of Business Operations
23. Ensures that the building administrators perform a minimum of (1) evaluation for all security personnel assigned to their building
24. Submits written reports of all incidents of vandalism, violence, illegal drug activity, and security violations
25. Prepares and maintains reports on fire drills and security drills
26. Maintains a high level of professional competency through participation in workshops, seminars, meetings, and other appropriate activities
27. Maintains all NJDOE School Safety Specialist requirements
28. Attends annual professional development on the following topics: school safety and security, social/emotional learning, restorative justice/adolescent mental health training, restraint/seclusion, first aid/CPR, EpiPen, Stop the Bleed, Narcan, de-escalation techniques, mediation, conflict resolution and any other training that is deemed to be necessary
29. Turnkey professional development for district security staff
30. Attend Board of Education meetings when requested
31. Performs duties as assigned by the Assistant Superintendent of Business Operations

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED

EMPLOYMENT:

The physical abilities and other conditions of continued employment listed in this section are representative but are not intended to provide an exhaustive list of physical abilities and other conditions of continued employment may be required for this position. The Township of Union Public Schools encourages persons with disabilities who are interested in employment in this class and need reasonable accommodations to contact the Personnel Department.

Standing and Walking: Ability to stand and walk for extended periods, including during facility inspections and emergency responses

Sitting: Ability to sit for extended periods while performing administrative duties and meetings

Lifting and Carrying: Ability to lift and carry up to 25 pounds

Manual Dexterity: Ability to operate office equipment, security devices, and communication tools

Climbing and Balancing: Occasionally required to climb stairs, ladders, or balance when inspecting facilities or responding to emergencies

Visual and Auditory Acuity: Ability to see and read printed materials, observe student movement, and hear and understand speech at normal levels, including in emergencies



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Physical Agility: Ability to move quickly and respond to emergencies, including the potential need to restrain individuals in accordance with district policy and law

Environmental Conditions: Must be able to work indoors and outdoors in various weather conditions, and may be exposed to stressful or emergencies

Other: Ability to occasionally travel between district sites and work in standard office or school environments

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

Date:

Reviewed and Agreed to by:

Date: