

# **Job Description**

## **DENVILLE BOARD OF EDUCATION**

Title: School Security Specialist

Qualifications:

1. Valid New Jersey School Safety Specialist Certificate
2. Be a school administrator or a school employee with expertise in school safety and security
3. Be a district employee designated by the school district superintendent
4. Complete online training required for certification
5. Complete NJ School Safety Specialist training sessions
6. Complete required annual training

Reports to: Superintendent

Supervises: N/A

Job Goal: Communicates to all staff on matters related to school security; ensuring safety and security policies and procedures comply with state laws and regulations; and providing the necessary training and resources to school district staff in matters relating to school safety and security. The SSS will also serve as the district's liaison with local law enforcement, as well as national, state and community agencies and organizations, in matters of school safety and security.

### **Performance Responsibilities:**

1. Participates in training and professional development to enhance knowledge, skills and proficiency related to profession.
2. Provides professional development in cooperation with Denville Police for district staff.
3. Attends and manages the district security committee.
4. Reviews and recommends new security protocols or equipment as needed.
5. Makes presentations to various community groups, and organizations about school safety and security; serves on school safety and security committees, task forces, and special projects as assigned.
6. Performs and other related duties as assigned by the Superintendent, School Security and Emergency Management or other appropriate authority.

Approved: September 13, 2021