

# TRENTON BOARD OF EDUCATION

## JOB DESCRIPTION

### **SCHOOL SAFETY AGENT (Trenton Restorative Academy)**

#### **QUALIFICATIONS:**

1. Ten years' experience as law enforcement required.
2. Experience working with youth required.
3. College degree a plus, high school diploma required.
4. Must possess knowledge of, and the ability to apply, standard safety procedures and best practices.
5. Possess a valid driver's license required.
6. Must possess the ability to read, write, speak and understand standard English.

#### **JOB SUMMARY:**

The School Safety Agent will provide support to the school with specific responsibilities for the safety and welfare of students while on school grounds; monitoring personnel and/or visitors; communicating information in response to inquiries; and enforcing the school and District rules and regulations pertaining to student academic behavior and drug prevention.

**REPORTS TO:** Principal

**SUPERVISES:** Security in Building

#### **PERFORMANCE RESPONSIBILITIES:**

1. Monitors student behavior during and between assigned periods and at student events (e.g. lunch room, classrooms, detention, dances, home games, 'time outs,' etc.) for the purpose of ensuring student compliance with established guidelines, maintaining a safe and positive learning environment, and secure facility.
2. Patrols school facilities (e.g. grounds, roads, buildings, adjacent areas, parking lots, etc.) for the purpose of providing visibility, maintaining security and deterring criminal activities.
3. Detects, investigates and reports unauthorized or suspicious persons, vehicles and activities.
4. Provides traffic and parking control for the purpose of maintaining efficient traffic flow and use of parking lots.
5. Work with school administration, faculty, security, and local police department to enhance student understanding on the importance of school safety.
6. Assists administrators and staff in crisis and emergency situations.
7. Notifies the administrative staff, police, fire department, or other appropriate authorities of security or emergency situations.
8. Under supervision of school administration--using metal detection scanning equipment--conduct searches of students and their belongings as per board approved/district protocols and procedures
9. Apply board approved restraint techniques when student(s) are a danger to themselves and/or others
10. Testifies in court and at School Board Hearings as required.
11. Assists with fire drills and other emergency building evacuations.
12. Assists with classroom behavior in lieu of faculty.

13. Attends and successfully completes all staff development training as required by state law or directed by Supervisor.
14. Abides by Security Department guidelines, directives and post orders.
15. Reads and responds to email communications.
16. Models nondiscriminatory practices in all activities.
17. Operates a vehicle equipped with a manual or automatic transmission to drive safely in all traffic conditions.
18. Collaborates with community agencies (e.g. law enforcement, courts, mental health, etc.) for the purpose of addressing individual cases and/or taking action regarding criminal activities, vandalism, etc. for the safety and security of the school site.
19. Communicates safety policies and enforcement procedures to students, staff and visitors for the purpose of ensuring their understanding of such information and the potential consequences of violation.
20. Escorts students, school personnel and/or visitors for the purpose of providing direction, ensuring safety and providing site security.
21. Maintains a variety of files and records (e.g. schedules, incident reports, emergency drill records, etc.) for the purpose of ensuring the availability of information for future reference and/or audit for compliance to established policies.
22. Provide reports on school safety components/mechanism, protocols, procedures, and data
23. Participates in safety meetings, in-service training, and workshops for the purpose of conveying and/or gathering information required to perform job functions.
24. Transports students for the purpose of ensuring the individual's arrival to specific destination.
25. Provide resources for students, parents, and faculty regarding law issues.
26. Performs other related duties as assigned by the principal, supervisor or other appropriate administrator.

**WORKING ENVIRONMENT:**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 15% sitting, 70% walking, and 15% standing. The job is performed under temperature extremes and under conditions with some exposure to risk of injury and/or illness.

**TERM OF**

**EMPLOYMENT:** Ten (10) months position

**BARGAINING UNIT:** Unaffiliated

**SALARY:** In accordance with Confidential Salary Guide

**STATUS:** Hourly\_\_\_ Salaries\_ X \_  
Exempt\_\_ Non-Exempt\_\_X\_

**BOARD APPROVAL:** \_\_\_\_\_