

RAMAPO INDIAN HILLS REGIONAL HIGH SCHOOL DISTRICT

Oakland, New Jersey

JOB DESCRIPTION

Title: District Operations, Facilities & School Security Coordinator

Organizational Relationship: Direct Report to the Superintendent of Schools with dotted line reporting to the Business Administrator.

Primary Function: To serve as the primary contact administrator for district operations and crisis management.

General Responsibilities:

I. School Security

1. Responsible for all school security

- a. New Jersey Department of Education certified & district designated School Security Specialist;
- b. The School Security Specialist works in collaboration with the Superintendent of Schools and district administration to establish appropriate regulations, procedures, and plans to ensure safe and secure school facilities;
- c. Coordinates and updates the district crisis management workbook to align with the New Jersey Department of Education's Minimum Requirements for School Safety and Security Plans N.J.A.C. 6A:16-5.1 and develop high-quality emergency operations plans and manuals for district schools;
- d. Responsible for conducting periodic physical security assessments and provide recommendations for ways to maintain/enhance security;
- e. Monitors security of facilities; conducts security tours as assigned;
- f. Oversight of all security investigations; ensures appropriate follow-up is taken;
- g. Responsible for all district safety & security drills and evaluation of their effectiveness
- h. Oversight of security scheduling for building events

2. District Security Liaison

- a. Designated district liaison to local OEM/Police Departments;
- b. Interfaces with local police agencies as appropriate to achieve a collaborative working relationship, aimed at school safety and security;
- c. Reviews, updates and serves as a liaison for the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials N.J.A.C. 6A:16-6.2(b);
- d. Coordinate and maintain police access to security camera systems

3. Manage Security & Crisis Communication Systems

- a. Oversees functional operation of camera and ID/door access systems;
- b. Conducts video surveillance investigations as needed;
- c. School Safety Data System (SSDS) administrator
- d. Share911 System administrator
- e. Coordinate with vendors, ITC and/or Facilities staff as needed to make needed repairs/adjustments to systems (i.e., adds, moves, and changes);
- f. Provides local law enforcement documentation of recorded incidents.

4. Supervises Security Staff Members

- a. Supervises and gives direction to security aides;
- b. Performs audits/inspections of security aides duties;
- c. Evaluates security aides' performance.

5. Safety & Security Training

- a. Responsible for providing mandated safety and security training for all new hires
- b. Responsible for providing mandated year safety and security training to all district staff
- c. Conducts professional development for staff associated with substance abuse awareness and other topics relevant to school safety
- d. Oversee the district crisis and building medical emergency response teams
- e. Conduct periodic training/table top drills with District administrative staff and medical emergency response teams

6. Performs any other tasks as assigned by the Superintendent, and/or Business Administrator.

II. Operations and Facilities

1. Lead, organize, manage, and supervise all maintenance custodial and groundskeeping operations of the District in compliance with all applicable federal, state, and local laws and regulations, and Board of Education policies and procedures.
2. Oversee the development and implementation of the multi-year Comprehensive Maintenance Plan (N.J.A.C. 6:8-4.9(a)7) by the Assistant Facilities Coordinator that is both corrective and preventative for the upkeep of all facilities, grounds, and the major facilities systems (HVAC, mechanical, plumbing, electrical, and structural) of the District. Provide an efficient work order system for repairs of facilities and equipment that ensures that all maintenance and repairs are completed in a timely fashion, and provide regular work order status reports to the Business Administrator and Building Principal.

3. Recommend policies and regulations dealing with operations and facilities.
4. Provide leadership to the Assistant Facilities Coordinator in the development of a custodial services plan for each building that outlines the tasks of and expectations for custodial employees, indicating a detailed daily and periodic schedule for cleaning and simple repairs of the facilities. Establish and implement an effective summer and non-school day program of specialized cleaning and repairs. Research and make recommendations for improvement in the effectiveness and efficiency of the repair, maintenance, and cleaning services so that attractive, healthy, and safe facilities are provided.
5. Oversight of time records of all maintenance, grounds, and custodial personnel.
6. Provide leadership and oversight in the development and maintaining of a system of inspections for regular building, equipment, and grounds which meet all federal, state, and local requirements.
7. Provide leadership and oversight to conduct regular inspections of all school facilities, grounds, and equipment to ensure that high standards for cleanliness, attractiveness, and safety are maintained. Recommend to the Business Administrator or Principals any improvements needed.
8. Provide leadership and oversight to maintain current drawings and engineering records describing District facilities, equipment, and grounds with the support of the Assistant Facilities Coordinator.
9. Assist the Superintendent and Business Administrator with the development and annual review of the District's Long-Range Facility Plan (N.J.A.C. 6A Chapter 26, Subchapter 2).
10. In conjunction with the Business Administrator and Assistant Facilities Coordinator, manage the relationships with facilities vendors, including architects and engineers, as well as vendors and consultants for cell tower leases and night cleaning.
11. Provide leadership and oversight in the development, implementation, and monitoring an energy conservation program, making recommendations for efficiency and reduction in the costs of operating the facilities.

12. Provide and maintain a system for the efficient and effective disposal of waste with provisions for recycling of all waste permitted by local and State regulations.
13. Provide oversight of the Transportation Supervisor, including District motor vehicle fleet record keeping, vehicle maintenance, repair schedules and logs, fleet safety and inspections. Facilitate interdepartmental cooperation between Transportation and Facilities Departments as necessary.
14. Supervise and evaluate Assistant Facilities Coordinator, Administrative Assistant, Transportation Supervisor, and Building Foremen in conjunction with Business Administrator.
15. Serve as chairperson of the school District Safety Council, preparing agenda and meeting minutes. Provide support to school administration with: Chemical Hygiene Plan, Hazardous & Biological Waste Disposal & Record Keeping and Integrated Pest Management.
16. Provide leadership and oversight with the Assistant Facilities Coordinator in the development and implementation of in-service programs and activities for staff members and provide oversight of the following programs: Right To Know, Indoor Air Quality, Hazardous Communication, Blood-born Pathogen, Asbestos Hazard Emergency Response Act, Public Employees Occupational Safety & Health, Americans With Disabilities Act and Loss Prevention Plan. Understand and communicate current developments in the repair, maintenance, and custodial areas through reading, participation in appropriate workshops or meetings, and involvement in professional organizations.
17. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Superintendent of Schools and/or Business Administrator, and not otherwise prohibited by law or regulation.

Requirements: Ability to lead and manage others; positive customer service orientation; ability to work independently; good physical condition; capable of working occasional irregular hours. Degree in Criminal Justice or security related fields is a plus.

Qualifications:

1. Previous experience in investigative and security issues; demonstrated administrative skills; experience training others; experience prioritizing tasks and

delegating responsibility. Familiarity with operation of security cameras and door access systems. Knowledge of School Safety and Security as identified in N.J.A.C. 6A:16-5.

2. New Jersey Department of Education Certified School Security Specialist
3. Certified School Resource Officer
4. Hold a Baccalaureate Degree in an applicable field.
5. Have at least five years of experience in a leadership capacity.
6. Demonstrate knowledge of health and safety regulations, financial and management practices, purchasing, supervision and motivation of personnel; ability to lead and monitor the compliance of construction codes and state and local regulations regarding the maintenance of buildings and equipment.
7. Demonstrate excellent leadership and organizational skills and the ability to motivate people.
8. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

Term of Employment: Full-time, flex schedule. Twelve-month position.

Compensation: Commensurate with experience.

Approved: May 9, 2022