

PARAMUS PUBLIC SCHOOLS
PARAMUS, NEW JERSEY

**HANDBOOK
FOR
SECURITY GUARDS AND
TRAINING OFFICER**

Mr. Sean Adams
Superintendent of Schools

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INTRODUCTION

Security Guards perform a valuable service, which is important to maintaining the safe and efficient operations of the Paramus Public Schools.

This booklet is intended to help the Security Coordinators, Security Guards and Central office and Building level school administrators understand the role of Security Guards and makes recommendations for their efficient utilization.

The information provided herein relates only to the hourly Security Guards who are represented in the following job categories: Armed Security, Parking Lot Attendants/Security and Substitute Armed Security.

Any questions regarding the enclosed information may be directed to the Office of Human Resources.

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SECURITY GUARD

I. DEFINITION

A "Security Guard" is a person who is employed as an Armed Security Guard or Parking Lot Attendant/Security and who, under the direct supervision of a School Security Coordinator and other designated certified central office or building level administrator, assists in the supervision and instruction of pupils by performing duties such as:

1. Assists in the supervision of students on school grounds including parking lots, entranceways, hallways, restrooms, and in the cafeteria.
2. Patrols school grounds and notifies the school's administrator or his/her designee of the location of unauthorized persons or vehicles.

II. QUALIFICATIONS

Certification is not required for Security Guards. However, all Security Guards, with the exception of Parking Lot Security Guards, who assist in the maintenance of school safety and operations for students and staff must adhere to the following:

1. Possess a NJ Driver's License.
2. Be a Retired Law Enforcement Officer with 20 or more years of experience and retired in good standing with his/her agency.
3. Possess the legal authority to carry a firearm under New Jersey State Law NJSA 2C:39-6.1***
4. Ability to work effectively within a school environment.
5. Such alternatives to the above qualifications as the Board

*****Proof of Valid Permit to carry a firearm MUST be submitted prior to hiring and renewal MUST be submitted prior expiration.**

Security Guards should be mature, versatile, and resourceful adults and should have a personality, manner, and appearance that will generate respect from administrators, staff and students. In addition, Security Guards should exhibit good judgment and use common sense.

Security Guards should possess the ability and desire to work with and understand children, exhibit good moral conduct, and have some prior experience working with young people. Security Guards are required to meet the same health requirements as applied to other school employees.

III.

HOURS AND WORK YEAR

Security Guards follow the Board of Education's approved school calendar from September through June and one (1) additional training day. Any regularly scheduled school workday beyond 181 days will be compensated via voucher at the end of the school year in June. The annual salary will be divided into 20 equal payments and will be payable on the 15th and last school day of the month.

IV.

DUTIES AND RESPONSIBILITIES

Under the direction of the Security Coordinators along with Central Office and Building Level Administrators, Security Guards assume the following types of duties:

1. Assists in the supervision of students on school grounds including parking lots, entranceways, hallways, restrooms, and in the cafeteria.
2. Patrols school grounds and notifies the school's administrator or his/her designee of the location of unauthorized persons or vehicles.
3. Greets visitors and provides directions, information, and guidance.
4. Directs the orderly and safe movement of people and vehicles in school parking lots and on roadways.
5. Issues parking violation notices to unauthorized or illegally parked vehicles.
6. Reports to a teacher or administrator physical conditions which appear to be hazardous to students or staff.
7. Notifies a teacher or administrator in the event of an incident involving students; any incidents involving physical confrontation; and any incident that appears to be of more than momentary disruption.
8. Informs teachers or administrators of any infractions of rules and regulations.
9. Cooperates with and provides assistance to fire and police department personnel responding to alarms.
10. Provides whatever assistance is required to promote an orderly, safe, and pleasant school environment.
11. Assumes other tasks as assigned from time to time.

ARMED SECURITY GUARD/TRAINING OFFICER

Under the direction of the Security Coordinators and the Business Administrator along with Central Office and Building Level Administrators, the Armed Security Guard/Training Officer assumes the following types of duties:

1. Provide safety and security policies and procedure training to all new employees.
2. Work closely with the Human Resource Department to help develop security related onboarding and offboarding processes for district employees.
3. Work with school Principals as well as other department heads to bring all existing staff members up to the most recent level of security training.
4. Identify and develop security training specifics for all departments throughout the school district.
5. Assist schools with maintaining any established mutual aid agreements with outside organizations.
6. Provide additional training to armed school security officers to assist with specific school building training, and new employee orientation.
7. Assist Security Coordinators with overseeing school drills, and other security related matters.
8. Monitor the New Jersey Department of Education website for any current security training updates and implement if applicable.
9. Need to be flexible with work hours to accommodate training throughout the district.
10. Provide coverage of armed security, as needed.
11. Spearhead the implementation and oversee the school-based security teams.
12. Any and all duties as assigned.

V. SUPERVISION AND ORIENTATION

Security Guards are directly responsible to the Security Coordinators, Central Office Administration, school principal and vice principal to whom they are assigned. To better help the Security Guards perform their duties, the Security Coordinators and the principal and Vice Principal will provide appropriate orientation and direction throughout the year.

VI. BENEFITS

The Board of Education recognizes the need to provide benefits for those employees not covered by negotiated agreements. The following benefits are provided in accordance with Board Policy.

A. Sick Leave

All regularly employed Security Guards are entitled to ten [10] days leave annually. Such leave is with full pay. Unused sick leave is accumulative and can be used for additional

sick leave as needed in subsequent years. When an employee has exhausted all accumulated sick leave, all subsequent sick days will be approved with deduction from pay.

The Board of Education may require a physician's certificate in case of any sick leave claimed. A physician's certificate must be submitted to Human Resources for all absences of 3 or more consecutive work days. A record of absence is maintained in the Office of Human for each employee.

B. Personal Leave

Security Guards are eligible for no more than three (3) days of non-cumulative personal leave annually. The Security Guard must follow district absence procedures in order to request their personal leave. **Any additional leave beyond three (3) days will be unpaid.** The Superintendent is authorized to grant personal leave to Security Guards for the following reasons: death in the immediate family (up to five (5) days), death in the family (up to only two (2) days).

A Security Guard may request personal leave for reasons other than those listed above (such as funeral of a relative or friend, court attendance, religious holiday, etc.). The Superintendent may, in his/her sole discretion, grant such leave, which may be with full-pay deduction if no remaining personal days are not available to the staff member.

C. Leave of Absence

Under certain conditions (usually for a prolonged illness), Security Guards may be granted leaves of absence without pay for a period not to exceed one (1) year.

D. Salary

Compensation is based on an hourly rate determined by the Board of Education.

The salary of all employees is reviewed annually, and any increases thereto are recommended by the Superintendent of Schools to the Board of Education based on satisfactory performance.

PART-TIME SECURITY RATES 2023-2024
ARMED SECURITY
Hourly Rate
\$35.00
PARKING LOT SECURITY/ATTENDANT
Hourly Rate
\$21.20
SUBSTITUTE ARMED SECURITY
Hourly Rate
\$30.00
SUBSTITUTE PARKING LOT SECURITY/ATTENDANT
Hourly Rate
\$16.50

VII. GRIEVANCE PROCEDURE

Any individual member of the staff not included in a negotiated agreement shall have the right to appeal the application of policies and administrative decisions affecting him/her through administrative channels. With respect to personal grievances, individuals shall be assured freedom from restraint, interference, coercion, discrimination, or reprisal in presenting appeals. They shall have the right to present their own appeal or designate representatives of their own choosing to appear with them or for them at any step in their appeal.

Final determination of all grievances shall be made at the Board of Education level in accordance with the Board's policy for Employees Not Covered in Negotiated Agreements.

VIII. APPENDIX

JOB DESCRIPTIONS

Available at: www.paramus.k12.nj.us. Departments-Human Resources and Employment Opportunities-Job Descriptions-Building Operations-Armed Security Guard

BOARD POLICIES

Available at: www.paramus.k12.nj.us. Board Docs under policy number

IX. **How To Submit an Absence in Absence Management**

To submit an absence in Absence Management, also known as Aesop, you must log in with the same credentials you use for Frontline Central.

[Click here to log into Absence Management.](#)

frontline
education

Absence Management

Formerly Aesop

Sign In

ID or Username

PIN or Password

Sign In

[Forgot ID or Username](#) | [Forgot PIN or Password](#)

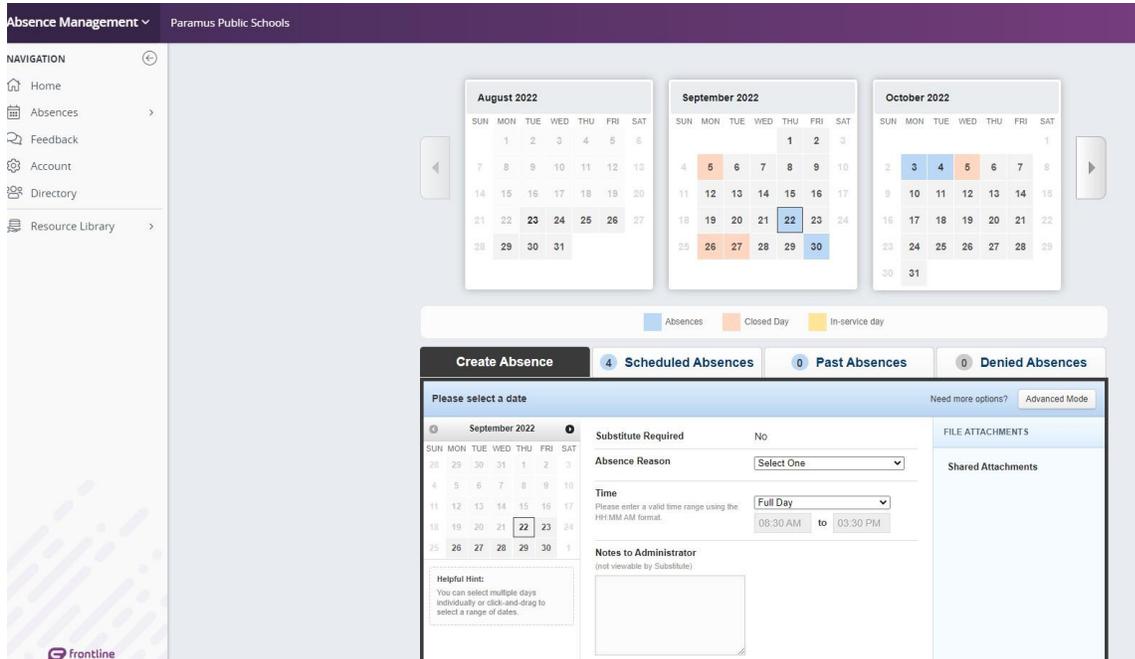
[Or Sign In with Organization SSO](#)

Frontline Education with EdWeek:
Year-Round Recruiting Webinar

[Save Your Seat →](#)

Once logged in, you should see your home screen.

Here is an example of an employee's screen when they log in:



Please take note of the legend in the middle of the screen.



The blue absences show absences you have already entered, the pink show days the district is closed, and the yellow shows in-service days.

To submit an absence, please look at the bottom of the screen-

The screenshot shows a web interface for creating an absence. At the top, there are three colored boxes: a blue box for 'Absences', an orange box for 'Closed Day', and a yellow box for 'In-service day'. Below this is a navigation bar with three tabs: 'Create Absence' (active), '4 Scheduled Absences', and '0 Past Absences'. To the right of these tabs are '0 Denied Absences' and a 'Need more options? Advanced Mode' link. The main content area is titled 'Please select a date' and contains a calendar for September 2022. The 22nd is highlighted. To the right of the calendar are several form fields: 'Substitute Required' (No), 'Absence Reason' (Select One), 'Time' (Full Day, 08:30 AM to 03:30 PM), and 'Notes to Administrator' (255 character(s) left). At the bottom right, there are 'Cancel' and 'Create Absence' buttons.

On the calendar, you will select the day you wish to request off.

In the middle of the screen, you will select your absence reason. Once you select your absence reason, you will need to select whether you will be out the full day, Half Day AM, or Half Day PM.

If you need to enter a note into your administrator, this is the time to enter it.

Then, you can select Create Absence to submit your absence.

Once your administrator approves of your absence, you will receive an email from Aesop, informing you it has been approved. You will also receive a confirmation number.

