

NUTLEY BOARD OF EDUCATION  
JOB DESCRIPTION

SECURITY GUARD  
(Part-Time Position)

Reports to: Superintendent of Schools or his designee

Duties and Responsibilities:

1. Patrol school facilities and grounds during assigned hours.
2. Check all facilities during patrol to ensure that all buildings are secure. Make notifications to designated District employees and/or the police department as may be necessary.
3. Maintain log of patrol activities and submit this to the Superintendent or his designee not less than once per week.
4. Perform other appropriate tasks as may be assigned.

Qualifications:

1. Be a high school graduate
2. Be of sound moral character
3. Be in good physical condition
4. Preferably have prior experience in law enforcement or security work
5. Be willing to undergo appropriate background check prior to employment
6. Possess New Jersey driver's license and have own car

Dated  
October 24, 1988