Date: January 25, 2019
To: Chief School Administrators, Charter School and Renaissance School Project Leads
Route To: School Safety Specialist Designees
From: Jeff Gale, Interim Director
Office of School Preparedness and Emergency Planning

School Safety Specialist Basic Training – Mondays in March

The New Jersey Department of Education is announcing the four-day School Safety Specialist (SSS) certification training program for districts’ newly designated SSSs.

Sessions will be held weekly on Mondays in March 2019 (except for March 12, a Tuesday) at the New Jersey Forensic Science Technology Center auditorium in Hamilton. Note: Attendance at all four sessions is required to receive the SSS certification: March 4, 12, 18 and 25. April 1 is reserved as a makeup training day for sessions cancelled due to weather.

Responsibilities of the SSS include supervising and providing oversight for all school safety and security personnel; 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.

Recent amendments to state statute (C.18A-23.3) allow superintendents to designate a school administrator, or a school employee with expertise in school safety and security, as a school safety specialist for the district.

Register online for the March 2019 trainings. Seating is limited, and preference will be given to districts in need of training their School Safety Specialist.

Prior to attending the training program, SSS designees must complete the FEMA online course IS-100.C Introduction to the Incident Command System, ICS 100. This online prerequisite for the SSS training program requires approximately two hours to complete. Before taking the online FEMA course, please review the Technical System Requirements at the bottom of the FEMA webpage. Issues or concerns should be directed to FEMA Independent Study Inquiries. Upon completion of the online course, please email a copy of your FEMA Certificate of Achievement to sss@doe.nj.gov.

Application for SSS Credential
School Safety Specialists candidates who have successfully completed the mandatory four-day training and have submitted their FEMA IS-100 Certificate of Achievement may apply for the credential through the Teachers Certification and Information System. There is no fee associated with SSS credential application.

County District School Information System (CDS)
Districts should ensure they have entered their SSS contact information in the County District School Information System available through the Department’s Homeroom portal.
Contact Information
Questions regarding the SSS training program or requirements can be directed to the Office of School Preparedness and Emergency Planning at school.security@doe.nj.gov or (609) 588-2323.

c:  Members, State Board of Education
    Lamont O. Repollet, Ed.D., Commissioner of Education
    NJDOE Staff
    Statewide Parent Advocacy Network
    Garden State Coalition of Schools
    NJ LEE Group