

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for security control of a school building and the surrounding grounds. Incumbents direct visitors to various offices and monitor student activities in areas of the campus. Work is performed under the general supervision of the School Security Supervisor, if applicable, or the Building Principal in accordance with established policies and procedures and requires the exercise of independent judgment in response to student disturbances. Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Patrols parking lots, being alert for unauthorized individuals and vehicles;

Patrols hallways and monitors student movement for evidence of unusual or disruptive behavior;

Intervenes in student disturbances as needed;

Prepares reports of all instances of intervention and observation of unusual activity to Building Principal;

May notify other school personnel, i.e. School Nurse, Guidance Counselor, of a student's unusual behavior;

Provides security and crowd control for after school functions such as dances and sporting events;

Directs visitors to various offices within the school;

May perform custodial duties on a substitute basis.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of crowd control and security measures in a school setting; ability to deal effectively with a school aged population and the general public; ability to decide on an appropriate course of action; ability to maintain order; good interpersonal and human relations skills; sound judgment to act in emergency situations; good powers of observation; mental alertness; and reliability.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree and three (3) years of experience in the security, safety or law enforcement field; or
- (B) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as described in (A) above.

Special Requirement: *Must possess at time of application (and maintain throughout employment) a current identification card reflecting registration by the State of New York, Division of Licensing Services, as a Security Guard. (Active duty police officers in New York State are exempt from the Special Requirement.) However, police officers separated from service (i.e. retired) are considered civilians and must register as a security guard and complete training.*

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Originated: 4/30/15
Jurisdictional Class: Competitive
NYS Civil Service Commission Approval: N/A
Public Hearing: N/A
Placed in Classplan: 6/5/20/15