

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for coordinating activities for and supervising security personnel in a school district. Incumbents work with administration to identify and meet the district's security and safety needs. Work is performed under the general supervision of a designated superior in accordance with established policies and procedures and requires the exercise of independent judgment in carrying out the details of the work. 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.*

Coordinates, plans, directs and supervises the work of school security personnel;

Communicates with administration to determine any needed changes in school safety policies and procedures;

Writes and updates the school safety procedures manual and ensures that school security staff are trained and in compliance with such procedures;

Identifies training and equipment needs for department and staff and coordinates with supervisor to obtain such training and equipment by utilizing available resources;

Ensures that school safety personnel maintain current certifications and/or licenses;

Directs and leads school security staff during emergencies; works with both site and district administration to effect a best response during emergencies;

Communicates with various district personnel from other departments to examine school safety procedures and identify concerns as they relate to their department;

Ensures the distribution of and proper and timely writing of incident reports and provides assistance to staff as needed;

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

May perform the duties of a School Security Aide.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of crowd control and security measures in a school setting; ability to plan, direct and supervise the work of others; 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; ability to communicate effectively both orally and in writing; good interpersonal and human relations skills; and sound judgment to act and lead in emergency situations.

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, one (1) year of which in a supervisory capacity; 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, one (1) year of which in a supervisory capacity.

***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.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Jurisdictional Class:Competitive
NYS Civil Service Commission Approval:N/A
Public Hearing: N/A
Placed in Classplan: 6/25/20/15

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