

SAFETY AND SECURITY OFFICER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, employees in this class are responsible for initiating and maintaining an over-all safety program and providing general security for all occupants and property of a school district. Incumbents patrol school buildings and grounds to determine security issues and potentially hazardous conditions or safety violations. This position is distinguished from the Security Officer in that this position is responsible for conducting inspections of buildings and grounds for hazardous conditions and/or safety violations. Supervision is exercised over the work of several School Monitors, Security Aides and/or other security personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises and participates in safety inspections of school facilities, looking for hazardous conditions and/or safety violations;

Develops and periodically monitors a reporting system designed to detect safety hazards in school facilities;

Makes recommendations to correct safety hazards once identified;

Participates in providing security for all occupants of school buildings and grounds;

Provides assistance and security to community agencies using school facilities and for after school activities;

Prevents unauthorized visitors from entering school buildings and/or loitering on school grounds;

Informs counselors, parents, teachers and school administrators of student behavior problems;

Carries out investigations, upon request, regarding cases of legal residency of students;

Monitors illegal student absences;

Maintains liaison with police, fire and other municipal departments to insure maximum use of their services in order to provide adequate security and safety;

Represents school district in court-related matters;

Prepares reports and assists in special assignments as directed;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May be directly involved in the development of school building security and evacuation plan.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of police and security techniques; good knowledge of the principles, practices, and techniques employed in establishing and maintaining building safety and security; ability to identify hazardous conditions and/or safety violations; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to establish and maintain effective working relationships with students, parents, school personnel, subordinates and the general public; ability to maintain records and prepare written reports; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position, initiative; sound judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) five years of experience in safety (the identification of hazardous conditions and/or safety violations) and security work for a bank, hotel, restaurant, retail store, school or a public law enforcement or private security agency; or (b) completion of two years of college and three years of the experience specified above; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT: Satisfactory completion of an approved security guard training course as approved by the New York State Department of Criminal Justice in accordance with the Security Guard Act of 1992. Incumbents must maintain valid registration as a security guard throughout employment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.