

SECURITY AIDE

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the building administrator or other designated school district official, an incumbent of this class is primarily responsible for providing general security for all building occupants and school district property. Security is maintained by constant foot patrol of assigned building(s), building perimeter and adjacent district parking lots. This position is usually an unarmed, non-uniformed position. It is distinguished from Safety and Security Officer in that incumbents of this position are not involved with initiating and maintaining safety programs. Likewise, this position is distinguished from the position of Security Officer in that this position functions at a lower level of responsibility and generally does not function in a supervisory capacity over other security personnel. It is also distinguished from School Monitor in that incumbents of this position are primarily charged with maintaining building security. Incumbents do not generally have the power to arrest or detain individuals. Supervision is not usually a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Patrols assigned building(s), building perimeter, and adjacent school district parking lots to prevent illegal trespass by unauthorized individuals;

May maintain a post at the main entrance of the school dependent on the school district's needs;

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

Provides a security presence and maintains log of visitors to the building;

Informs superior of need to contact or involve local police department;

Ascertain individual's business on school property and responds accordingly;

May escort visitors to/from areas of building;

Conducts security inspections of school facilities/sites;

May control traffic flow at beginning and end of school day when school buses and other vehicles arrive and depart to ensure safety;

Monitors parking lot during school lunch periods as students leave and return to campus;

May assist building and district administrators in handling emergency situations, disciplinary matters and/or investigations;

May, under specifically defined and limited circumstances, use force;

May prepare reports of incidents;

May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Knowledge of security techniques; knowledge of the principles, practices, and techniques employed in establishing and maintaining building security; ability to establish and maintain effective working relationships with students, school personnel and the general public; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; initiative; tact; courtesy; 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.

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 at time of appointment. The appointing authority is responsible for ensuring that incumbents maintain valid registration as a security guard throughout their 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.