

## **SCHOOL SECURITY OFFICER**

**Distinguishing Features of the Class:** These duties involve responsibility for ensuring the safety of students and staff, maintaining order and protecting school property during an assigned shift. Additionally, School Security Officers are responsible for the enforcement of fire prevention and other school building safety regulations. Incumbents prevent illegal or forceful entry and damage to school district property reporting violations and imminent danger to the proper authorities. Employees in this position receive on-the-job training in security duties and responsibilities. This class differs from that of Police Officer in that employees are not peace officers nor are they armed. Employees are required to work during and after regular school hours, summers and holidays. The work is performed under the supervision of the Senior School Security Officer with leeway permitted for exercise of independent judgment in carrying out details of the work. Supervision over the work of others is not a responsibility of employees in this class.

**Typical Work Activities:**

- Makes rounds from building to building in accordance with a preset schedule during days, evenings, vacations and holidays to prevent illegal entry, use or damage to school district property.
- Reports vandalism, prowlers, bomb threats, fires and other dangers to local law enforcement authorities.
- Controls authorized entry to facilities by directing persons as they enter school owned parking facilities.
- Directs traffic in and around school owned parking lots during normal school hours or sporting events, concerts, etc.
- Patrols school facilities on foot or in a car to protect persons, property, maintain order and ensure compliance with parking and driving speed rules and regulations.
- Investigates security violation complaints received personally or as assigned by supervisor.
- Reports equipment malfunctions or breakage to appropriate school officials.
- Checks heating and lighting facilities and reports problems to the appropriate school official.
- Summons local police or fire departments and ambulances in cases of law violation, fire or medical emergencies.
- Keeps order at sporting events and other public gatherings on school property.
- Maintains daily logs of buildings checked, security violations and other reportable occurrences.
- Makes oral and written reports related to the work.

**Full Performance Knowledge, Skills, Abilities and Personal Characteristics:**

Working knowledge of the practices and procedures necessary to maintain order and ensure the protection of life and security of buildings, grounds and equipment; working knowledge of safety precautions necessary to eliminate or prevent fires, accidents and safety hazards; ability to exercise sound judgment in carrying out monitoring and security

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duties; ability to understand and deal effectively with students, faculty and the general public regarding security of school facilities; ability to understand and carry out oral and written directions; ability to remain calm in stressful situations; ability to prepare clear and concise reports; willingness to work different shifts, weekends and holidays; physical condition commensurate with the demands of the position.

**Minimum Qualifications:** Graduation from high school or possession of a high school equivalency diploma.

**Special Requirement:** Eligibility for an appropriate level Motor Vehicle Operator's License issued by the New York State Department of Motor Vehicles at time of application. Possession of Motor Vehicle Operator's License at time of appointment.

“clearance after criminal history records check”

02/04/1997

03/26/2008

CLASS:       COMPETITIVE