

SCHOOL SENTRY I

Code No.: 920233

COMPETITIVE

Non-Competitive for Rochester City School District only

DISTINGUISHING FEATURES OF THE CLASS: This is a security position responsible for maintaining order and providing protection to students, faculty and support service personnel within the school and on school property. In the City School District, the School Sentry program is part of a broader student security program. Employees of this class are assigned to various elementary and secondary schools, during regular school hours and those scheduled for extracurricular activities. The work is performed under direct supervision of the school principal or other administrator. General supervision may be exercised over School Sentries II or other staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Provides protection to students, faculty and support service personnel;

Patrols on foot and in vehicles the parking lot and grounds to monitor compliance with policies;

Advises students of school rules, including smoking regulations and related health implications;

Maintains order in hallways and cafeteria;

Reports to the Supervisor or principal any emergency situation which may require police assistance;

Refers violations of policies to principal and accompanies students to the principal's office;

Attends orientation and in-service training sessions relative to rules, regulations, policies, first aid, conflict resolution and human relations;

Prepares simple activity reports concerning such incidents as vandalism, theft, disruptive students, or other breaches of school order;

Confers with students, parents and adults in community concerning developments within and outside the school which may affect the safety and security of students;

Attends monthly staff meetings for the solution of security problems and the development of good work habits.

WHEN ASSIGNED TO THE CITY SCHOOL DISTRICT:

Intervenes directly to control disturbances among students, making citizen's arrests as necessary.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the physical layout of assigned school and

surrounding neighborhood; good knowledge of the District's regulations and policies pertaining to school order; working knowledge of child and adolescent behavior; working knowledge of the procedures of a citizen's arrest; working knowledge of conflict resolution; ability to detect potential safety hazards and disturbances; ability to communicate effectively both orally and in writing; ability to prepare simple reports; ability to establish and maintain effective professional relationships with students and school personnel; ability to detain and/or apprehend violators of school rules and regulations, as per disorderly conduct, disorderly mischief or criminal trespass; ability to exercise sound independent judgment; willingness to work with children and adolescents; initiative; tact; discretion; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma; plus EITHER:

- (A) One (1) year paid full-time or its part-time/volunteer equivalent experience as a security guard or in work involving the supervision, counseling or instruction of youth; OR,
- (B) Satisfactory completion of a minimum of thirty (30) college-level semester credit hours; OR,
- (C) Any equivalent combination of training and experience as defined by the limits in (A) and (B) above sufficient to indicate ability to do the work.

SPECIAL REQUIREMENTS:

Current registration as a Security Guard with the New York State Department of State. Must have registration at the time of civil service examination.

Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Depending on assignment, possession of a Class D Motor Vehicle Operator's License at time of appointment may be required.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: February 5, 1976
REVISED: August 14, 1980
REVISED: October 15, 1987
REVISED: October 16, 2003