

SCHOOL SENTRY I - BILINGUAL

Code No: 4-18-370
Non Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is a security position involving responsibility for maintaining order and protecting the well-being of students, faculty and support service personnel within the school and on school property. The School Sentry Program is part of a broader student security program involving counseling with families of disruptive students, and cooperation with family court and law enforcement agencies, to control disruptive students and dangerous outside influences. Employees are assigned to various elementary and secondary schools, during regular school hours and those scheduled for extracurricular activities. Employees report directly to and work under the direct supervision of the school principal and the Supervisor of School Sentries. General supervision may be exercised over School Sentries II. Does related work as required.

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

Provides protection of students, faculty and support service personnel;

Maintains order in hallways and cafeteria;

Intervenes directly to control disturbances among students, making citizens' arrests as necessary;

Reports to the supervisor of School Sentries, by radio receiver-transmitter or telephone, any emergency situations which may require police assistance;

Attends orientation and in-service training sessions relative to rules, regulations, polices, 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 the community concerning safety measures;

Relays information to the school principal concerning developments within and outside the school which may affect the safety and security of its students;

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

May supervise School Sentries II.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the physical layout of assigned school and surrounding neighborhood; working knowledge of child and adolescent behavior; working

knowledge of the procedures of a citizen's arrest; working knowledge of conflict resolution; fluency in the Spanish language; ability to operate a two-way radio; ability to detect potential safety hazards and disturbances; ability to write and speak Spanish; ability to communicate effectively; ability to prepare simple reports; ability to establish and maintain effective professional relations with students and school personnel; ability to detain and/or apprehend violators of school rules and regulations, as per disorderly conduct, mischief or criminal trespass; ability to work with children and adolescents; good judgement; 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 year paid full-time or its part-time 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.

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: June 8, 1995