

SCHOOL SENTRY II - BILINGUAL

Code No.: 4-18-371

NON-COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an entry level position in which the incumbent is responsible for the safety and security of students within the school building. The employee reports directly to and works under the direct supervision of the Supervisor of School Sentries. 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):

Familiarizes self with school and surrounding neighborhoods;

Talks with students, parents and other adults in community concerning safety measures;

Reports incidents that required attention to School Sentry I;

Relays information to proper authority on developments within the school which may affect the safety and security of students;

Attends all scheduled meetings and training sessions;

Reports immediately any emergency situations which may require police assistance.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of the physical layout of assigned school and surrounding neighborhood; working knowledge of child and adolescent behavior; fluency in the Spanish language; ability to work with children and adolescents; ability to write and speak Spanish; ability to operate a two-way radio; ability to detect potential safety hazards and disturbances; ability to follow oral and written directions; ability to establish and maintain a good relationship with students and school personnel; good judgment; initiative; tact; discretion; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a high school or possession of a high school equivalency diploma.

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