

## COORDINATOR OF SCHOOL SENTRY PROGRAM

Code No: 4-18-325  
Competitive

**DISTINGUISHING FEATURES OF THE CLASS:** This is a staff position within the Rochester City School District's School Operations Office involving coordination of an in-service training program for the district's school sentry staff and acting as a liaison between school sentry staff and administrators. The employee functions as an assistant to the Chief of Operations allowing the Chief of Operations to execute more substantive duties. This position differs from that of Supervisor of School Sentries in that the focus of the position is staff support and in-service training for the sentry staff rather than responsibility for the daily operation and supervision of the school sentry staff. The employee reports directly to, and works under the general supervision of, the Chief of Operations or other higher-level staff member. Supervision of others is not a responsibility of this class. 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.)

Develops and coordinates an in-service training program for the District's school sentry staff;

Meets with school sentries and principals to develop performance standards, and improve training programs;

Acts as a liaison between school sentries, principals and administrators;

Reviews, evaluates and revises policies and procedures relating to school sentry duties to ensure safety of students and District personnel;

Reviews school reports to assist with the identification of school sentry program training and staffing needs;

Organizes the school sentry staff's in-service training calendar;

Arranges for speakers and staff participants at training sessions;

Revises school sentry handbook annually or as needed;

Works with Human Resources in the recruitment and selection of substitute school sentries;

Develops and maintains budget for sentry training program;

Checks records to ensure that all necessary sentry training hours have been completed;

Confers with professional training services, educational institutions or other organizations that provide training materials.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of school district organization and its environment; good

knowledge of school safety practices and student safety policies and procedures; working knowledge of budget preparation; ability to identify training needs and to coordinate in-service training programs for school sentries; ability to organize material and data into accurate and concise narrative and statistical reports; ability to analyze and interpret data; organizational ability; ability to maintain open lines of communication with school sentry staff and administrators; ability to establish and maintain effective working relationships with staff and community agencies; ability to communicate effectively, both orally and in writing; ability to develop and maintain a budget; ability to assist with recruitment and selection; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, PLUS either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Criminal Justice, Police Science, Education or a closely related field plus two (2) years of paid full-time or its part-time equivalent experience supervising security staff in a school setting, or developing, coordinating, and/or conducting training programs for security/disciplinary personnel in a school setting, or involving the safety, security and discipline of youth\*, or professional\*\* experience working with youth in an organization that is mainly concerned with delinquency and control; OR,
- (B) Four (4) years experience as described in (A) above; OR,
- (C) Any equivalent combination of training and experience defined by the limits of (A) and (B) above.

\*Youth includes anyone between the ages of, and including, seven (7) through twenty-one (21).

\*\*Professional does not include clerical or secretarial work.

**SPECIAL REQUIREMENTS:** 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.

**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:** July 6, 2006