

DIRECTOR OF SCHOOL SAFETY AND SECURITY

Code No. 6-03-053
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for directing and supervising school district safety and security functions. The duties involve evaluating, developing, and monitoring programs, practices, measures and procedures as well as staff training. The employee reports directly to, and works under the general supervision of an administrator with wide leeway allowed for the exercise of independent judgment. General supervision is exercised over a subordinate security 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.)

Evaluates safety and security program and practices, and develops, implements and maintains new or improved guidelines, procedures and practices;

Evaluates training needs of, and develops, coordinates and implements training to staff;

Acts as liaison between the school district and law enforcement agencies for violations of law on school district grounds;

Conducts investigations of incidents occurring on school grounds and determines whether to contact law enforcement officials;

Functions as chair of the school district's safety committee;

Acts as lead staff negotiator with suspects or students who may bring harm to themselves or others;

Reviews and monitors the safety and security needs of the school district;

Assists staff with the implementation of new or improved safety and security measures;

Develops written guidelines regarding safety and security issues;

Supervises security staff and ensures appropriate security coverage;

Confers and coordinates with local fire, health, drug councils and law enforcement agencies on safety and security regulations to ensure compliance;

Evaluates current safety procedures and policies regarding school bus departure, loading students and bus safety;

Tours school facilities to inspect shops, classrooms, traffic patterns and storage areas to assess safety hazards.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles, practices and tools of a modern safety and security program related to an educational facility; good knowledge of applicable Federal, State and local security and safety regulations; good knowledge of investigative techniques as applied to a school safety and security function; good knowledge of proper negotiating techniques in crisis situations; working knowledge of local fire, health, drug and law enforcement objectives and functions; analytical ability; ability to evaluate, develop and monitor school safety and security regulations and policies; ability to develop and conduct safety-related training; ability to

communicate effectively orally and in writing; ability to establish and maintain effective working relationships; supervisory ability; ability to conduct tours of school facilities; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus five (5) years paid full-time or its part-time equivalent experience in an organized police department in the State of New York in the rank of Captain or above. -

SPECIAL REQUIREMENTS: Registration as a Security Guard with the New York State Department of State at the time of appointment.

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

Monroe County Civil Service Commission

ADOPTED: May 8, 2008

REVISED: September 8, 2011

REVISED: May 9, 2013

REVISED: June 4, 2015

REVISED: May 9, 2019

REVISED: July 1, 2021