

DIRECTOR OF SCHOOL SAFETY AND SECURITY - RCSD

Code No. 6-03-055
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for evaluating the Rochester City School District's safety and security programs and directing security staff. 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, investigative and emergency response 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 makes recommendations for improvements;

Evaluates training needs of staff and implements training programs;

Acts as liaison between the school district and agencies such as law enforcement agencies, the City of Rochester Fire Department, and Monroe County's Office of Emergency Preparedness for violations of law on school district grounds;

Conducts investigations or reviews investigative reports of incidents occurring on school grounds and recommends corrective action;

Reviews and monitors the safety and security needs of the District and assists principals and administrators with implementing safety and security programs and strategies;

Redirects resources to appropriate areas in response to developing and ever-changing needs and security issues;

Ensures appropriate security coverage at all times;

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

Develops written guidelines regarding safety and security issues;

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

Tours school facilities to inspect shops, classrooms, traffic 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; working knowledge of local fire, health, drug, emergency preparedness, and law enforcement objectives and functions; ability to analyze situations and properly apply resources to handle security issues; ability to make quick, sound decisions; ability to conduct investigation, review investigative reports, and implement necessary actions; ability to evaluate, develop and monitor school safety and security regulations and policies; ability to develop and conduct safety-related training; ability to assist staff with the implementation of safety and security issues; 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 for the purpose of evaluating safety hazards; ability to ensure adequate resources are available relative to security issues; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Criminal Justice plus either five (5) years paid full-time or its part-time equivalent experience in an organized police department in the State of New York holding the rank of Captain or above or ten (10) years paid-full time or its part-time equivalent experience in an organized police department in the State of New York holding the rank of Sergeant.

SPECIAL REQUIREMENT: 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: March 5, 2009

REVISED: July 9, 2018