

## **DIRECTOR OF SCHOOL SECURITY**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a managerial position responsible for the direction of the security, fire safety, and emergency preparedness activities of a school district to ensure safety for students and staff. The incumbent will develop and implement procedures and policies in cooperation with local law enforcement and protective agencies. The work is performed under the general direction of the superintendent. Supervision is exercised over a staff of subordinate security personnel.

### **TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Manages daily security programs for school properties, including the supervision of a Security staff;
2. Assists in developing and implementing NYSCSS District-Wide School Safety Plan;
3. Acts as liaison with local police department and other authorities;
4. Detects and investigates incidences of suspicious or violent behavior and reports same to parents and/or authorities as required;
5. Develops and presents programs designed to promote safety awareness;
6. Detects and investigates unsafe practices and conditions, including identification of hazardous/toxic materials, and reports same as required;
7. Conducts evacuations in the event of terrorism-related threats, such as biological, radiological, or chemical attacks;
8. Plans responses to national color-coded alert system;
9. Conducts studies, drills, and tests of effectiveness of building safety plans;
10. Inspects and monitors district security and safety systems;
11. Collects and prepares evidence for case disciplinary proceedings, and criminal court;
12. Maintains records of safety and security incidences and prepares related data and reports.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of personal and physical security fields sufficient to develop, implement and oversee a comprehensive security and safety program for a school district;

Ability to inspect and evaluate facilities and locations to assess security programs and needs;

Ability to quickly and effectively carry out established security and safety procedures in the event of fire, bomb threat, or other emergency situations;

Ability to identify suspicious activity and hazardous materials;

## **DIRECTOR OF SCHOOL SECURITY (Cont'd)**

Ability to establish and maintain effective working relationships with school district officials, staff, law enforcement officials, and subject matter experts;  
Ability to make detailed investigations, analyze findings, and recommend appropriate remediation;  
Ability to research, prepare, and maintain comprehensive data and related reports;  
Ability to train and supervise security personnel;  
Personal characteristics necessary to perform the duties of the position;  
Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

- EITHER: (A) Graduation from a New York State registered college or university with a Bachelor's degree and two (2) years of full-time paid work experience in school security and safety operations, which must have included one (1) year in a supervisory capacity;
- OR: (B) Completion of two years (60 credit hours) at a regionally accredited or New York State registered college or university and four (4) years of full-time paid work experience in school security and safety operations, which must have included one (1) year in a supervisory capacity;
- OR: (C) Graduation from high school or possession of a high school equivalency diploma AND Six (6) years of full-time paid work experience in school security and safety operations, at least one (1) year must have been in a supervisory capacity;
- OR: (D) An equivalent combination of training and experience as described within the limits of (A), (B) and (C) above.

NOTE: Full-time paid work experience as a sworn member of a police agency can be substituted for the required experience on a year-for-year basis.

ADOPTED: 08/15/06  
REVISED: 09/20/18  
10/05/20