

SAFETY AND SECURITY SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative and technical position involving responsibility for planning, organizing, conducting, directing and enforcing the safety and security program in a school setting. The work is performed in accordance with existing state education regulations and by developing and implementing procedures, guidelines and policies. General supervision is received from a higher-level administrative employee. Supervision is exercised over subordinate personnel.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by positions 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. Develops, organizes, directs and enforces a comprehensive safety program in accordance with agency regulations and standards;
2. Coordinates and trains all school safety personnel;
3. Establishes and maintains favorable working relationships local police agencies;
4. Works with faculty and administration to insure adequate campus safety and security;
5. Makes regular inspections of all buildings, noting safety and security deficiencies; takes corrective action to insure compliance with acceptable standards;
6. Develops and conducts training programs related to safety and security, which may include initiating building level safety teams;
7. Maintains records and prepares reports as required;
8. Initiates building-wide strategies for crisis response plan;
9. Coordinates district-wide staff training on school safety and security with the New York Center for School Safety.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principles and practices of operating a large-scale safety and security program;
Knowledge of pertinent safety and security regulations;
Ability to develop and carry out a comprehensive safety and loss control program;
Ability to establish and maintain effective working relationships with others;
Ability to communicate effectively both orally and in writing;
Ability to work independently;
Ability to organize work effectively;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

SAFETY AND SECURITY SUPERVISOR (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and:

- EITHER: (A) A Bachelor's degree and six years of full-time paid experience in developing or administering safety and security programs in a school setting or youth facility;
- OR: (B) Ten years of full-time paid experience in developing and/or administering safety and security programs in a school setting or youth facility;
- OR: (C) An equivalent combination of training and experience.

SPECIAL REQUIREMENT:

A department head may require the possession of a valid New York Driver License at the time of appointment.

PS5201

ADOPTED: 08/17/78

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