

SECURITY OFFICER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, employees in this class are responsible for providing security for the school district staff, students, buildings, and property through patrol of the school building(s) and building perimeters, including parking lots and sites, to prevent unauthorized visitors or property damage and to provide general building security in accordance with established security procedures. This classification is unarmed and does not have the power to arrest individuals for security breaches. This position is distinguished from the Safety and Security Officer in that this position is not responsible for conducting inspections of building and grounds for hazardous conditions and/or safety violations. Supervision may be exercised over the work of School Monitors, Security Aides and/or other security personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Oversees and participates in security inspections of school facilities;

Develops and periodically monitors a reporting system designed to detect security issues in school facilities;

Makes recommendations to correct security issues once identified;

Participates in providing security for all occupants of school buildings and grounds;

Provides assistance and security to community agencies using school facilities and for after school activities;

Prevents unauthorized visitors from entering school buildings and/or loitering on school grounds;

Informs counselors, parents, teachers and school administrators of student behavior problems;

Carries out investigations, upon request, regarding cases of legal residency of students;

Monitors illegal student absences;

Maintains liaison with police, fire and other municipal departments to insure maximum use of their services in order to provide adequate security and safety;

Represents school district in court-related matters;

Prepares reports and assists in special assignments as directed;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

EXAMPLES OF WORK: (Illustrative Only) (continued)

May assist in handling emergency disciplinary matters;

May, under specifically defined and limited circumstances, use force;

May organize and oversee the security assignments of Security Aides, Watchpersons, and School Monitors with regard to building access, District security procedures, etc.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of police and security techniques; good knowledge of the principles, practices, and techniques employed in establishing and maintaining building security; skill in observing and detecting unusual occurrences or behavior; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to establish and maintain effective working relationships with students, parents, school personnel, subordinates and the general public; ability to maintain records and prepare written reports; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; initiative; sound judgment; tact; courtesy; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) five (5) years of experience in security work for a bank, hotel, restaurant, retail store, school or a public law enforcement or private security agency; or (b) completion of an Associate's Degree* or 60 college credits* in security or criminal justice studies and three (3) years of work experience as specified above in (a).

*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENT: Satisfactory completion of an approved security guard training course as approved by the New York State Department of Criminal Justice in accordance with the Security Guard Act of 1992 at time of appointment. The appointing authority is responsible for ensuring that incumbents maintain valid registration as a security guard throughout their employment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.