

**DEPARTMENT:** ALL APPLICABLE  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** REVISED NOVEMBER 21, 2000

**SCHOOL SECURITY OFFICER**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for insuring the safety of students and staff, maintaining order and protecting school property. An incumbent prevents illegal or forceful entry and damage to school district property and reports violations and imminent danger to the proper authorities. The work is performed under the general supervision of a school administrator with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Patrols school corridors, stairwells, restrooms, courtyards, entrances, parking lots and other parts of school buildings and grounds to protect persons and property, maintain order and insure compliance with school rules;
2. Inspects corridor passes and other passes when classes are in session and escorts persons lacking passes to the Principal's office;
3. Welcomes and oversees visitors to the building and directs them to the appropriate school offices or escorts them out of the building if they are not authorized visitors;
4. Escorts disruptive or uncooperative students from areas in which they are under teacher supervision to an administrator's office for disciplinary action;
5. Provides security at evening or weekend events;
6. Inspects lockers and conducts searches for controlled substances or alcohol;
7. Provides traffic control, monitors parking permits and investigates transportation discipline issues;
8. Acts as security consultant to Administrators and as liaison with courts and law enforcement agencies;
9. Conducts home visits in order to investigate truancy;
10. Maintains records and makes oral and written reports related to the work.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of practices and procedures necessary to maintain order and ensure the safety and protection of individuals and security of buildings, grounds and equipment; ability to exercise sound judgment in carrying out monitorial and security duties; ability to understand and deal effectively with students, faculty and the general public regarding security of school facilities; ability to understand and carry out oral and written directions; ability to remain calm and decisive in stressful and/or emergency situations; use tact, courtesy, and resourcefulness; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma.

**SPECIAL REQUIREMENT:**

Must possess current registration with the New York State Department of State as a Security Guard under the Executive Law of New York (Section 89 and all other applicable provisions), equivalent training qualification or ability to claim exemption status within six (6) months of appointment.