

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: NOVEMBER 26, 2018

SCHOOL VIOLENCE PREVENTION COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for conducting physical safety audits and implementing updated school safety plans in specified districts. The incumbent will help school districts establish collaborations with their local police agencies to complete updated site surveys and threat assessments in the districts. The incumbent will identify technology and equipment that will assist the specified school districts in establishing and maintaining a safe learning environment for students and staff and will coordinate the installation and implementation of these items. The work is performed under general direction with wide leeway allowed for the use of independent judgement in the implementation and development of the site-specific safe school policies, plans and procedures. Does related duties as required.

TYPICAL WORK ACTIVITIES:

1. Coordinates school safety audits and assessments;
2. Assists school districts in developing site-specific safe school policies, plans and procedures;
3. Provides technical assistance to schools and communities to identify violence prevention strategies;
4. Identifies, purchases, and coordinates the installation of necessary school violence prevention technology in each of the specified school districts and buildings;
5. Coordinates with the Sheriff's Office Emergency Response Team to complete updated school site threat assessments for each of the specified school districts;
6. Assists in coordinating active shooter drills in each of the specified school districts and buildings;
7. Plans and directs public relations activities including disseminating information to the community regarding program policies and procedures;
8. Serves as liaison to schools and community agencies, police, and emergency response personnel;
9. Maintains accurate records and prepares reports as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of federal and state confidentiality regulations; thorough knowledge of factors that place students at risk of becoming involved in violent or risky behaviors; thorough knowledge of the early indicators of violent or other risky behaviors; thorough knowledge of crisis response and emergency management plans; ability to express oneself clearly and concisely, both orally and in writing; ability to secure the confidence and cooperation of the community; ability to recognize and early indicators of violent or risky behaviors; ability to understand and carry out complex oral and written instructions; ability to compile information and prepare reports; physical conditions commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in criminal justice or education **and** one (1) year of full-time paid experience in social work, education, criminal justice, or closely related field;
2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in criminal justice **and** three (3) years of full-time paid experience in social work, education, criminal justice, or closely related field;
3. Graduation from high school or possession of an equivalency diploma **and** five (5) years of full-time paid experience in social work, education, criminal justice, or closely related field.

SPECIAL REQUIREMENT: Possession of a valid New York State drivers license at time of appointment and throughout the duration of employment.