

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** SCHOOL SECURITY AIDE

**TITLE #:** 1566

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for security control of a school building and the surrounding grounds. Incumbents direct visitors to various offices and monitor student activities in areas of the campus. Work is performed under the general supervision of the Building Principal in accordance with established policies and procedures and requires the exercise of independent judgment in response to student disturbances. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Patrols parking lots, being alert for unauthorized individuals and vehicles;

Patrols hallways and monitors student movement for evidence of unusual or disruptive behavior;

Intervenes in student disturbances as needed;

Reports all instances of intervention and observation of unusual activity to Building Principal;

May notify other school personnel, i.e. School Nurse, Guidance Counselor, of a student's unusual behavior;

Provides security and crowd control for after school functions such as dances and sporting events;

Directs visitors to various offices within the school;

May perform custodial duties on a substitute basis.

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

Good knowledge of crowd control and security measures in a school setting; ability to deal effectively with a school aged population and the general public; ability to decide on an appropriate course of action; ability to maintain order; good interpersonal and human relations skills; sound judgment to act in emergency situations; maturity; good powers of observation; mental alertness; reliability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** None

**SPECIAL REQUIREMENT:** Must possess at time of application (and maintain throughout employment), a current identification card reflecting registration by the State of New York, Division of Licensing Services, as a Security Guard.

**NOTE:** Active duty police officers in New York State are exempt from the Special Requirement. However, police officers separated from service (i.e. retired) are considered civilians and must register as a security guard and complete all training.

**JURISDICTIONAL CLASSIFICATION:** Competitive

REVISED: 8/14/14 at