

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

CLASS TITLE: SCHOOL SECURITY SUPERVISOR

TITLE #: 1806

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for coordinating activities for and supervising security personnel in a school district. Incumbents work with administration to identify and meet the district's security and safety needs. Work is performed under the general supervision of a designated superior in accordance with established policies and procedures and requires the exercise of independent judgement in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates, plans, directs and supervises the work of school security personnel;

Communicates with administration to determine any needed changes in school safety policies and procedures; writes and updates the school safety procedures manual and ensures that school security staff are trained and in compliance with such procedures;

Identifies training and equipment needs for department and staff and coordinates with supervisor obtaining such training and equipment by utilizing available resources;

Ensures that school safety personnel maintain current certifications and/or licenses;

Directs and leads school security staff during emergencies; works with both site and district administration to effect a best response during emergencies;

Communicates with various district personnel from other departments to examine school safety procedures and identify concerns as they relate to their department;

Ensures the distribution of and proper and timely writing of incident reports and provides assistance to staff as needed;

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

May perform the duties of a School Security Aide.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of crowd control and security measures in a school setting; ability to plan, direct and supervise the work of others; 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; ability to communicate effectively both orally and in writing; good interpersonal and human relations skills; sound judgement to act and lead in emergency situations; maturity; good powers of observation; mental alertness; reliability; physical condition commensurate with the demands of the position.

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CLASS TITLE: SCHOOL SECURITY SUPERVISOR (continued)

TITLE #: 1806

MINIMUM QUALIFICATIONS: Either:

- A.) 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 and three (3) years experience in the security, safety, or law enforcement field, (1) year of which in a supervisory capacity; OR
- B.) Graduation from high school or possession of a high school equivalency diploma and five (5) years experience in the security, safety, or law enforcement field, (1) year of which in a supervisory capacity.

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: 9/1/05 ms