

Civil Division: Schools  
Jurisdictional Class: Competitive  
EEO Category: Protective Service  
Revised: 08/25/15

## **SCHOOL SAFETY OFFICER**

**DISTINGUISHING FEATURES OF THE CLASS:** Employees in this class are responsible for student and staff safety and to ensure that students conduct themselves in accordance with the School District's Code of Conduct, rules and policies. Those serving in this capacity shall serve in a professional manner as a role model/mentor for all students. They shall assist the school administration and staff in establishing and maintaining a safe school environment, one conducive to learning. Depending upon the location of the position, some functions of incumbents in this class will vary. Direct supervision is received in accordance with established policies and procedures. The incumbent performs related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Maintains order and compliance with the school district's code of conduct, policies, rules and regulations;  
Monitors student activity in the hallways and intervenes proactively to prevent inappropriate and/or dangerous behavior;  
In conjunction with appropriate assigned staff, supervises the cafeterias during all lunch blocks;  
Supervises students during the conduct of all fire/emergency drills and during the course of actual emergencies;  
Patrols school buildings and grounds on foot or in a car to protect persons and property;  
Gives information and direction to students and visitors;  
Investigates complaints;  
Questions persons on school premises who are not students or staff and advises as to school rules and policy;  
Controls presence of visitors on school premises;  
Keeps records and makes written reports when appropriate;  
Patrols school parking lots before, during, and after regularly scheduled classes;  
Performs related duties as required by the building principal and/or their designee to provide order on the school premises.

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

Good knowledge of the practices and procedures necessary to maintain order and the safety and security of students, staff, buildings, grounds and equipment; working knowledge of school district's rules and regulations; ability to exercise sound judgment in carrying out duties; ability to maintain good relationships with students and staff; ability to understand and carry out oral and written directions; ability to prepare brief written communications; ability to communicate information orally and in written report; ability to use self-defense, restraint techniques and security equipment as necessary; good powers of observation; courtesy and tact; neat personal appearance; physical condition commensurate with demands of the position.

**MINIMUM QUALIFICATIONS:** Either

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree, **AND** one (1) year of experience as a Police Officer or Military Police Officer; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** three (3) years of experience as a Police Officer or Military Police Officer.

**SPECIAL REQUIREMENT:** Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment, to meet the transportation requirements of the job.

Adopted: 06/16/09  
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