

Civil Division: Schools
Jurisdictional Class: Competitive
EEO Category: Administrative Support
Adopted: 09/04/07

SCHOOL SECURITY AIDE

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for a variety of security tasks associated with the day by day operations and control of a school building and the surrounding grounds. Employees in this class are responsible for insuring safety of students and staff, directing visitors to various offices, and maintaining order and protecting school property. Direct supervision is received from an Assistant Principal, general supervision from the Building Principal in accordance with established policies and procedures. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Provides for the security and safety of students, all staff and agents;
Provides for the security of the premises owned by the school district;
Supervises halls during class periods and passing times;
Reports all violations of laws, rules or regulations, as well as school policy;
Monitors parking lot(s) for improperly parked and/or authorized vehicles;
Advises school administration of circumstances and/or situations which may create a potential harm or exposure;
Escorts students to administrator's office when necessary;
Supervises loading of students onto buses;
Supervises lavatories;
Monitors and controls inappropriate use of school facilities;
Assists with maintaining general order in the school building(s);
Performs related clerical duties;
Performs related duties as directed by school administrative personnel.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the practices and procedures necessary to maintain order and ensure the protection of life and security of buildings, grounds or equipment; ability to exercise sound judgment in carrying out monitoring and security duties; ability to understand and deal effectively with students, faculty and others; ability to understand and carry out oral and written directions; good interpersonal and human relations skills; sound judgment in an emergency; good [powers of observation; mental alertness; reliability; physical condition commensurate with the demands of the position.

continued...

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Criminal Justice or a related field; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** two (2) years of experience in school security or its equivalency.

SPECIAL REQUIREMENTS:

1. Candidates must have New York State Security Guard Certification at time of appointment.
2. Candidates must have passed a Child Abuse Recognition course.
3. Candidates must successfully complete a District training program.
4. A fingerprint-supported criminal history background check is mandatory for prospective employees of school districts.

Adopted: 09/04/07

