

Victor School vacancy- Salary range \$80,000- \$92,000/yr

Candidate will be initially appointed on a provisional basis pending a Civil Service Exam to be held later. To gain permanent status, the candidate must be successful in the exam according to the Rule of Three, which will be scheduled at a later date.

SCHOOL DISTRICT SAFETY OFFICER

MINIMUM QUALIFICATIONS: EITHER:

1. Possession of an Associate's Degree, or higher, AND one (1) year of full-time paid experience, or its part-time equivalent, in a position that required possession of police officer or peace officer certification; OR
2. Graduation from high school or possession of a high school equivalency diploma AND three (3) years of full-time paid, or its part-time equivalent, experience as described in (1) above; OR
3. An equivalent combination of training and experience as defined by the limits of (1) and (2) above.

SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT:

1. Possession of a valid New York State operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position; AND
2. Completion of an approved Municipal Police Training Council Training Program for Peace Officer as described in Section 2.30 of Criminal Procedure Law and must be eligible to obtain a Firearms License pursuant to Section 400 of New York State Penal Law.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

DISTINGUISHING FEATURES OF THE CLASS: This class involves responsibility for the performance of a variety of functions related to the administration of a district-wide safety program. The incumbent will patrol buildings, grounds, and parking areas to ensure that safety and security standards are followed and enforced. Additionally, the incumbent will provide instruction and training programs to achieve a greater awareness of safety policy and procedures by student body and staff. The work is performed under the general direction of Assistant Superintendent for Business, with leeway for use of independent judgment. Supervision may be exercised over support personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Patrols buildings, grounds, and parking areas on foot or in a vehicle to maintain order, detect and deter safety risks, protect persons and property, traffic control, to enforce district safety and security policies and prevent trespassing, theft, and damage;
Responds to emergency situations on district property;
Implements and maintains established security plans, policies, and procedure for the provision of safe, secure campuses and the protection of persons and property;
Ensures compliance with all established safety and security processes and procedures;
Maintains the District's emergency plan and develops protocols and procedures for new situations;
Works closely with law enforcement agencies, fire, and emergency medical agencies to maintain the safety and security of the district and create and maintain an effective system of crime and fire prevention and emergency response;

SCHOOL DISTRICT SAFETY OFFICER

TYPICAL WORK ACTIVITIES: (Continued)

Acts as liaison between the district, law enforcement (including the District's SRO), fire, and emergency medical agencies;
Advises the Superintendent of School on safety and security planning;
Identifies problem areas and suggests changes to lighting, landscaping, or concealed areas;
Prepares and conducts training programs for student body and staff related to school safety and conducts fire and emergency drills;
Serves as Chairperson of the District Safety Committee;
Works with members of the public to educate student body, assistance with safety protocols and crime prevention;
Assures that doors and entrances are locked or unlocked as required;
May use security camera and other electronic security methods on District grounds and in buildings;
Controls traffic on district campus and issues parking violation notices;
Provides crowd management and assistance at events.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles and practices of protecting and safeguarding buildings, property and people; good knowledge of local, state and federal safety requirements affecting a municipality; ability to read, understand and interpret complex rules, regulations and law and make advisory decisions for the Superintendent and Board; ability to plan and implement programs including District-wide emergency procedures involving school personnel, students and outside resource personnel (police, fire EMS and PESH); ability to exercise judgement and common sense in stressful situations; ability to carry out established security procedures in case of fire, bomb threat or other emergency situations; ability to understand oral and written instructions and apply information rules regulations and procedures in stressful situations; ability to communicate orally to the public, staff and students; ability to conduct training for District staff in specialized areas such as emergency procedures, "Right to Know" laws, fire safety and prevention and school violence issues; ability to deal with a wide variety of people including staff, students and parents with tact and diplomacy to accomplish school policies; ability to recognize and assess volatile or dangerous situations and provide advice to District personnel, and act as liaison with community emergency service providers (police, fire, EMS); initiative and resourcefulness; dependability; physical condition commensurate with the demands of the position.

ADOPTED: JUNE 10, 2022

REVISED: DECEMBER 19, 2022

CIVIL SERVICE CLASSIFICATION: COMPETITIVE