

SCHOOL SAFETY OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This class involves responsibility for the performance of a variety of functions related to the administration of a safety program. The incumbent will make periodic on-site visits to various locations to ensure that safety standards are followed and enforced. Additionally, the incumbent will provide instruction and training orientation and programs in order to achieve a greater awareness of safety policy and procedures. The work is performed under the general direction of an administrative staff member with leeway for use of independent judgment. Supervision may be exercised over support personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Makes on-site visits to all schools and locations to ensure compliance with all safety requirements;
 Ensures compliance with all safety requirements;
 Plans and oversees the District Accident Prevention Program;
 Assists in the planning and oversight of the District Violence Prevention Program;
 Establishes working relationships with law enforcement agencies, emergency medical technicians and other safety related agencies;
 Advises the Superintendent of School on Safety planning;
 Conducts in-service training in safety issues for District personnel;
 Serves as a member of all building safety committees as well as the District Safety Committee;
 Achieves certifications and licensure as required;
 Carries out any other assigned duties, which may be deemed appropriate by the Superintendent of Schools/designee and the Board of Education.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles and practices of good safety procedures; good knowledge of local, state and federal safety requirements affecting the 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 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 assess volatile or dangerous situations and provide advice to District personnel, act as liaison with community emergency service providers (police, fire, EMS); initiative and resourcefulness; dependability; physical condition commensurate with the demands of the position.

Continued on Page 2

MINIMUM QUALIFICATIONS:

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and **EITHER:**

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and (1) year of experience in a safety field which includes but is not limited to work as a certified police officer or safety professional; or
2. Graduation from a regionally accredited or New York State registered college or university with an Associate's; and three years experience as noted in (1) above; or
3. Five years experience as noted in (1) above.
4. An equivalent combination of training and experience as set by the limits of (1) and (2) and (3) above.

SPECIAL REQUIREMENT FOR APPOINTMENT: 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.

REVISED: APRIL 9, 2002
CIVIL SERVICE CLASSIFICATION: COMPETITIVE