

ADMINISTRATIVE SCHOOL SECURITY MANAGERDuties and Responsibilities

This is a management class of positions with several assignment levels. All personnel perform related work in the Office of School Security of the Board of Education. The following are typical assignments within this class of positions:

Under direction, with latitude for the exercise of independent judgment, plans, directs and supervises the entire operation of school security within an assigned major geographical area including the supervision of Associate Supervisors of School Security, Supervisors of School Security and School Guards. Serves as a member of the Director's cabinet; reports on conditions within area of command; assists in the preparation of proposals and counter proposals which are confidential and are used by the Director at collective bargaining negotiations; recommends and implements policies and procedures for the Office of School Security.

Set goals and objectives; allocates budget resources in order to utilize personnel to maximum efficiency; initiates changes as required on a daily basis. Identifies training needs for the Office of School Security, encompassing training of 1700 guards on a rotational ongoing basis. Is responsible for the planning, administration, implementation and follow up of selected training programs for supervisory personnel and school guards on a year-round basis, involving a sizable number of training courses, seminars and workshops.

ADMINISTRATIVE SCHOOL SECURITY MANAGER (continued)

Duties and Responsibilities (continued)

Meets with Community Superintendents, Principals, Community School Board Officials and Parent Association Officials on the more highly sensitive and complex matters involving school security. Meets with high level Police Commanders and Assistant District Attorneys on legal matters affecting school security programs of the Board of Education. Reviews reports on all school incidents, prepared by subordinate staff, provides legal interpretations and informs Superintendents and Principals of proper police procedures to be followed involving incidents of a criminal nature.

Prepares evaluations of Associate Supervisors of School Security and approves evaluations of Supervisors of School Security and School Guards.

Under general direction, with wide latitude for the exercise of initiative and judgment in the central office, serves as co-ordinator of field operations and is responsible for the administration of all field operations in the Office of School Security (on a 24 hour basis when necessary). Provides administration and supervision to the Operations Desk at Central Office which monitors the security alarm system in all Board of Education buildings. Maintains liaison with the Police Department on matters affecting Board of Education property, and provides supervision and direction to Associate Supervisors of School Security, Supervisors of School Security and School Guards performing duty during evening and night hours, Saturdays, Sundays and holidays at Board of Education facilities. Performs any other related tasks as designated by the director of the Office of School Security.

May incidentally perform the duties of lower level school security personnel. Drives a vehicle as necessary to carry out the above duties.

ADMINISTRATIVE SCHOOL SECURITY MANAGER (continued)

Qualification Requirements

1. High school graduation and six (6) years of progressively responsible full-time, paid experience in law enforcement, security, and/or public safety, 18 months of which shall have been in an administrative or managerial capacity; or
2. A baccalaureate degree from an accredited college and four (4) years of experience as described in "1" above including 18 months in an administrative or managerial capacity; or
3. Education and/or experience equivalent to "1" or "2" above. However, all candidates must be high school graduates or possess its equivalent and have the 18 months of administrative or managerial experience as described in "1" above.

License Requirement

At the time of appointment, eligibles must have a Motor Vehicle Driver's license valid in the State of New York.

Direct Lines of Promotion

From: Associate Supervisor of School
Security (60821)

To: None