

C-XI
SCHOOL SECURITY
OCCUPATIONAL GROUP [298]

CODE NO. 60821

ASSOCIATE SUPERVISOR OF SCHOOL SECURITY

General Statement of Duties and Responsibilities

This class of positions encompasses supervisory school security work of varying degrees of difficulty and responsibility; operate all personnel motor vehicles in performance of their duties. There are two assignment levels within this class of positions. All personnel perform related work.

Assignment Level I

Under general supervision, with latitude for the exercise of independent initiative and judgment, performs tasks such as the following :

Examples of Typical Tasks

Investigates alleged misconduct within the borough command, as an integrity control officer .

Assists a borough commander in planning, directing and supervising school security operations; monitors, reviews and reports on security operations.

Supervises a special unit, such as a citywide task force.

Meets regularly with school officials and community leaders to interpret and explain school security programs; responds to questions; participates in discussions of school security issues .

Maintains liaison and attends high level meetings with other city agencies, such as the Department of Education, District Attorney Offices and the Mayor's Office on school security matters.

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ASSOCIATE SUPERVISOR OF SCHOOL SECURITY (continued)

Assignment Level I (continued)

Examples of Typical Tasks (continued)

Monitors the performance and attendance of school security staff; recommends methods to improve them.

Supervises and may perform administrative clerical support functions in a borough office.

Oversees the distribution, safeguarding and maintenance of communication equipment.

Identifies training needs of school security staff; assists in planning, coordinating, administering and evaluating training programs.

Performs the duties of the supervisor in that person's temporary absence. May incidently perform the duties of subordinates, as needed.

Assignment Level II

Under direction, with wide latitude for the exercise of independent judgment, oversees school security in a borough. In addition to performing the duties described above under Assignment Level I, performs tasks such as the following:

Examples of Typical Tasks

Recommends and implements school security policies and procedures; sets goals and objectives to ensure efficiency; initiates changes, as required.

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ASSOCIATE SUPERVISOR OF SCHOOL SECURITY (continued)

Assignment Level II (continued)

Examples of Typical Tasks

Advises school security management on all matters impacting on school security and reports on conditions within the borough; assists in resolving labor relations issues.

Reviews reports on school incidents; clarifies interpretations of legal issues and informs school administrators of proper police procedures to be followed in handling criminal incidents.

Oversees the work of school security and auxiliary staff; assigns, schedules/reschedules staff; monitors and evaluates staff performance.

Administers appropriate command level disciplinary actions.

Qualification Requirements

1. A four year high school diploma, or its educational equivalent, and five years of full-time satisfactory experience in law enforcement, security and/or public safety; or
2. A baccalaureate degree from an accredited college and three years of full-time satisfactory experience as described in "1" above.

Special Patrolman Designation

Must be qualified for designation as a Special Patrolman as set forth in Chapter 13 of the Rules of the City of New York. This designation must be maintained for the duration of employment.

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License Requirement

Must possess a motor vehicle operator license valid in the State of New York. This license must be maintained for the duration of employment.

For Assignment Level II

In addition to meeting the Qualification Requirements above, to be assigned to AL II, candidates must have one additional year of experience performing supervisory work in the areas listed in "1" above.

Direct Lines of Promotion

From: Supervisor of School Security (60820) To: None