

## **SCHOOL SAFETY PROGRAM COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position has responsibility for establishing, overseeing, and coordinating a County-wide emergency management program to promote school safety and reduce traffic violations related to the illegal passing of a stopped school bus. The incumbent will raise awareness of the need for compliance with the Stop-Arm legislation as well as educate the public about the contents of the legislation to ensure school children's safety. Work is performed under the general direction of the Director of Emergency Services or the Deputy Director of Emergency Services. Supervision is not a responsibility of this position. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Creates a County-wide safety program to ensure safety for school age children;

Promotes school bus safety through education and enforcement efforts;

Established and maintains liaison with local government agencies, School Districts, local municipal courts, community groups, private and public organizational stakeholders in administrating the program;

Coordinates and implements public relations education, as well as training programs for School Districts, staff, students, and the public;

Uses a variety of media outlets to promote the safety program and to educate the motoring public that passing a stopped school bus is dangerous and illegal;

Establishes and maintains liaison with local law enforcement agencies, local municipal courts, County vendor, New York State School District, and other financial stakeholders to coordinate the necessary accounting associated with Stop Arm camera violation fine remittances;

Establishes and maintains liaison with the Stop Arm camera vendor in coordination with participating school districts for equipment, training, and related needs;

Evaluates and analyzes the program data to maximize overall effectiveness;

Coordinates a County-wide school safety and emergency management program to facilitate communication between school districts, their chief emergency officers and Broome County Emergency Services;

Promotes bus safety through education and enforcement efforts;

**SCHOOL SAFETY PROGRAM COORDINATOR-cont'd**

Prepares and maintains a variety of data and reports.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of principals and practices of emergency management programs, including program coordination;  
Thorough knowledge of the components of the New York State Stop-Arm legislation,  
Good knowledge of the Federal, State, local government and school district functions and relationships;  
Good knowledge of the process of planning, organizing, and coordination of a school safety program;  
Working knowledge of the practices and procedures of law enforcement, prosecution, courts, administrative practices and procedures;  
Working knowledge of New York State vehicle and traffic law, Penal law, criminal procedure law and the Broome County charter and code;  
Ability to prepare a variety of reports and statistical data;  
Ability to communicate effectively both orally and in writing;  
Ability to establish and maintain effective working relationships;  
Resourcefulness; Initiative; Good judgment; Tact; Creativity; Courtesy; Initiative;

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and five years' of experience in law enforcement, emergency management, or school safety; OR
  
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and seven years' of experience in law enforcement, emergency management, or school safety.