

SCHOOL SENTRY

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for maintaining order and protecting the well-being of students, faculty and support personnel within the school and on school property. This position does not involve any responsibility for the performance of police duties such as enforcing state and local laws or apprehending violators. Rather, in cases where a crime is involved, employees in this class are responsible for notifying police or reporting the occurrence to appropriate officials. Supervision of others is not a responsibility of this position. The work is performed under the direct supervision of the school principal and/or other senior administrator, with leeway allowed for the exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides protection of students, faculty and staff;
Intervenes in student disturbances as needed;
Notifies the appropriate personnel in the event of a student's unusual behavior;
Intervenes directly to control disturbances among students;
Prevents admission of unauthorized persons;
Provides assistance in emergency situation;
Patrols buildings and checks windows, doors and entrances to ensure they are closed and locked;
Patrols school property to ensure the safety and security of grounds and buildings;
Maintains order and provides crowd control for after school functions as needed;
Escorts tardy students to classroom or office as needed;
Assists administration in maintaining order and discipline in school hallways;
Makes citizens arrests as necessary;
Directs visitors to various offices within the school.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of successful methods of maintaining order;
Working knowledge of the procedures of citizen's arrest;
Working knowledge of conflict resolution;
Working knowledge of school layout and surrounding areas;
Ability to maintain order;
Ability to decide on appropriate course of action;
Ability to work and think independently;

SCHOOL SENTRY-cont'd

2.

Ability to think and act quickly in emergencies;
Ability to observe and pay close attention to details;
Ability to detain and/or apprehend violators of school rules and regulations such as but not limited to disorderly conduct, disorderly mischief or criminal trespass;
Ability to communicate effectively both orally and in writing;
Ability to prepare simple reports;
Ability to form and maintain effective working relationships with students and school personnel;
Dependability;
Mental alertness.

MINIMUM QUALIFICATIONS:

- A) Completion of 30 semester credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents in Criminal Justice, Police Science or closely related field; OR
- B) One year of experience as a security guard or police officer; OR
- C) Two years of experience providing and maintaining order and protection in a school; OR
- D) An equivalent combination of training and experience as defined by the limits of A), B) and C) above.

SPECIAL REQUIREMENT: Applicants must complete the requirements for New York State Security Guard and possess a valid New York State Security Guard Registration Card within three months of appointment, which must be maintained during employment.