



JOB POSTING #208

PLEASE POST

The City School District of Albany, New York
An Equal/Affirmative Action Employer
Management Confidential Employment Opportunity

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| <u>Date of Posting:</u> | March 29, 2018 |
| <u>Position(s):</u> | School Campus Safety and Security Officer |
| <u>Location(s):</u> | Tony Clement Center for Education |
| <u>Salary:</u> | \$33,120.00 |
| <u>Deadline for Applying:</u> | April 12, 2018 |

Distinguishing Features of the Class: Under the supervision of the Director of Security and a building principal, performs various duties related to the safety and welfare of the students and the school environment. Patrols the halls, buildings and grounds and immediate surrounding area of City Public Schools and to protect persons, property and enforce school rules; prevents loitering on and vandalism of property by pupils; acts as liaison between school and police department; does related work as required. This is a 10-month position.

Typical Work Activities: (Illustrative Only)

- Assists hall/school monitors when emergencies occur within and outside the building;
- Assists in supervision of hall/school monitors;
- Patrols school buildings including halls, stairwells, courtyards, entrances, parking lots and outside areas immediately surrounding the school grounds to prevent trespassing and class cutting;
- Maintains order and insures compliance with school and school district rules and regulations;
- Works with police to identify non-pupils who frequent the area around the schools;
- Patrols the corridor from the High School to the Occupational Center to prevent class cutting, loitering and vandalism of private property by pupils and non-pupils alike;
- Maintains crowd control during extracurricular activities;
- Reports to Director of Security.

Full Performance Knowledge, Skills, Abilities, and Personal Characteristics:

- Working knowledge of criminal justice system, crises intervention, conflict resolution and crime prevention;
- Knowledge of child abuse identification and reporting techniques;
- Knowledge of illegal drugs and ability to identify such and to detect signs of abuse;
- Knowledge of the problems of adolescents;
- Ability to perform actions necessary to maintain order in and outside school;
- Ability to follow direction of the Director of Security and principal and to exercise sound judgment in carrying out security duties;
- Ability to avoid confrontation;
- Ability to carry out written and oral directions;
- Ability to work with police department and other law enforcement personnel in dealing with trespassers and other illegal or prohibited activities;
- Ability to converse with various groups concerning safety, police work and community and school pride;
- Physical condition commensurate with the demands of the position.

Minimum Qualifications: Seven (7) years of experience as a police officer, security officer or other law enforcement officer; three (3) years of experience in youth service work, recreation, education or other activities involving service to youth; one (1) year experience in public relations involving the community and law enforcement or crime prevention; or an equivalent combination of training and experience.

All applications will be accepted through OLAS:

<https://www.pnwboces.org/TeacherApplication/>

City School District of Albany
Office of Human Resources
Academy Park
Albany, NY 12207

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