

**ASSISTANT DIRECTOR OF SCHOOL CAMPUS AND
NEIGHBORHOOD SECURITY**

DISTINGUISHING FEATURES OF THE CLASS: The incumbent patrols the campus and assists the Director of School Security to conduct all in-house investigations of all incidents on school property involving school personnel, students and the general public. The Assistant Director assists the School District's Critical Incident Response Team and assists in the training of security personnel in conducting surveillance and investigations. Supervision of school security personnel is a responsibility of this class.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Assists with all in-house investigations of all incidents on school property involving larcenies, burglaries, assaults, drugs, etc;
- Maintains effective working relationships with school personnel, law enforcement agencies and the public;
- Assists in the planning and direction of a regular program of safety and loss prevention inspections of school property;
- Prepares reports in matters relative to security, safety, drug usage, and loss prevention;
- Reviews and keeps abreast of federal, state and local policies, rules and laws which may affect the security program;
- Assists in the establishment and interpretation of policies and procedures for all activities undertaken by school security personnel;
- Assists in the training of security personnel in conducting surveillance and investigations;
- Assists in the recruitment, training and evaluation of subordinate employees such as school campus and neighborhood security officers, hall monitors, etc.;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of law enforcement rules and regulations;
- Good knowledge of criminal detection and criminal identification;
- Good knowledge of personal computers and office equipment;
- Strong oral and written communication skills;
- Ability to establish and maintain an effective relationship with the police and public (especially with juveniles);
- Ability to supervise others;

- Strong initiative;
- Resourcefulness;
- Integrity;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma and seven (7) years of experience as a police officer, security officer or other law enforcement officer; which should have included (3) years experience in involving service to youth; **AND** two (2) years full time paid experience in a school district or similar setting where the duties involve investigation and surveillance of juvenile crime.

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