

DIRECTOR OF SAFE SCHOOLS AND VIOLENCE PREVENTION
(Albany School District)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Superintendent of the City School District of Albany, the incumbent is responsible for evaluating, planning and implementing a Strategic Plan designed to improve the safety and security of District school participants. The Director will assess, develop and design plans to provide a clear set of protocols to provide guidance to school authorities, staff and students to defuse and/or prevent incidents that might endanger school attendees. General supervision is exercised over the Assistant Director of Security, School Campus and Neighborhood Security Officers and Hall Monitors.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Analyzes and coordinates all school security staff and hall monitor position functions, and conducts performance evaluations;
- Manages and ensures interaction and communication among all levels of security functions and administration;
- Provides staff and students with training on violence prevention and de-escalation techniques;
- Develops and administers the Strategic Plan with the objective to: a) eliminate the District's Safe School Policy violations, and 2) support the Student Conduct and Discipline Policy;
- Coordinates district-wide preparation for crisis response and emergencies;
- Coordinates district-wide risk reduction, intervention and response preparedness to meet Safe Schools Against Violence in Education (SAVE) criteria;
- Evaluates incident reports in order to monitor district-wide compliance with SAVE criteria;
- Provides written reports as directed by the Superintendent of Schools;
- Develops and utilizes staff and related school district resources to assess and prepare District plans, policies and security operations to maintain a state of full preparedness;
- Directly reports and makes recommendations for improvements to the Superintendent of Schools and building administrators;
- Assists the Superintendent with recommendations to resolve student incidents that require security interventions;
- Assesses the need and level of police involvement in the school and, as such, serves as primary liaison with the Albany Police Department regarding school safety plans;
- Coordinates school, community and agency collaborations to create guidelines for student behavior in and out of school;
- Assists with Central School District of Albany outreach efforts to strengthen communication and partnerships with students, parents, school communities and the general public on school safety measures to reduce gang violence and the potential for problems which occur when students congregate during and after school;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

SEE REVERSE SIDE

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of law enforcement practices and policies;
- Good knowledge of and skill in labor relation policies and negotiation tactics;
- Good knowledge of and ability to interpret NYSED Safe Schools regulations;
- Good knowledge of personal computers and office equipment;
- Skill in interpersonal and professional communication;
- Ability to interpret law enforcement practices and policies;
- Ability to effectively demonstrate supervisory and management procedures;
- Ability to design training curriculum;
- Ability to produce written reports;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree (or higher) in Criminal Justice or related field and six (6) years of fulltime paid experience in law enforcement, with demonstrated leadership experience in strategic planning/project management related to security programs, security and safety policy development, coordination of security training programs and demonstrated public relations and constituent development outreach within diverse communities; **OR**
- B. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree (or higher) in Criminal Justice or related field and eight (8) years of fulltime paid experience as identified in A; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and ten (10) years of fulltime paid experience in law enforcement as described in A and B above.