DIRECTOR OF SCHOOL CAMPUS AND NEIGHBORHOOD SECURITY  
(Albany School District)

DISTINGUISHING FEATURES OF THE CLASS: The position of Director of School Campus and Neighborhood Security in the Albany School District is charged with the responsibility of developing, overseeing and administering security functions in each of the City’s schools. Reporting directly to the Superintendent of Schools, the incumbent is expected to solve most of the routine problems that arise by the use of independent judgment and a thorough knowledge of school security operations. Unique to this position is the ability to relate law enforcement policies, procedures and techniques to the Superintendent of Schools and to the Members of the Albany School Board. Interaction between students, parents, and faculty and youth law enforcement agencies is primary to this position.

The Director is the lead official for the School District’s Critical Incident Response Team and is a primary participant in decision making and actions to be taken by school personnel. The incumbent is a key participant in policy formulation and public relations as it relates to school security. The incumbent prepares policies and procedures related to conducting in-house investigations of all incidents on school property involving school personnel, students and/or the general public. The incumbent trains and supervises the Assistant Director of School Campus and Neighborhood Security Officer, School Campus and Neighborhood Security Officers, and Hall Monitors in conducting surveillance and investigations.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Supervises 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 community;
- Provides 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;
- Establishes and interprets policies and procedures for all activities undertaken by school security personnel;
- Trains security personnel in conducting surveillance and investigations;
- Recruits, trains and evaluates 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 students, police and public;
- Ability to supervise others;
- Strong initiative;
- Resourcefulness;
- Integrity;
- 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 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, AND

Four (4) 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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