

DIRECTOR OF SCHOOL SECURITY

DISTINGUISHING FEATURES OF THE CLASS: The position of the Director of School Security in the City School District of Albany is charged with the responsibility of developing, overseeing, and administering security functions in each of the City's schools. The Director will evaluate, plan, and implement a Strategic Plan designed to improve the safety and security of District schools. The Director will assess 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. Reporting directly to the Superintendent of Schools or designee, the incumbent is expected to solve routine problems that arise by the use of independent judgment and a thorough knowledge of school security operations. The Director will work in collaboration with the Human Resources Administrator to conduct internal investigations and refer incidents to Federal and State Law enforcement agencies as appropriate.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Serve as the school district's liaison to the Albany Police Department and other related agencies;
- Establish and maintain a District Safety Program including: appropriate lighting and signage; building safety systems; building surveillance systems; equipment identification procedures; student and personnel identification procedures; visitor registration and identification procedures; emergency plans for evacuations, lock downs, and other crisis; safety staff orientation and training programs; effective and efficient deployment of safety personnel; and coordination of services with local, State, and Federal Law enforcement and emergency agencies;
- In collaboration with building principals, develops and administers the Strategic Plan with the objective to: 1) eliminate the District's Safe School Policy violations, and 2) support the Student Conduct and Discipline Policy;
- In collaboration with the Human Resources Administrator, recruit, employ and train safety personnel as required;
- Coordinates district-wide preparation for crisis response and emergencies, assisting Monitors when emergencies occur within and outside the building;
- 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;
- Develop a constructive, proactive departmental philosophy, establish attendance, dress, and performance objectives for safety personnel, and develop operational procedures to guide personnel in the performance of their duties;

- Supervise and evaluate District and contracted law enforcement and safety personnel and establish clear lines of accountability and command within the school safety forces;
- Analyzes and coordinates all school security staff and hall monitor position functions, and conducts performance evaluations;
- Coordinate the compilation, analysis, and submission of reports on substance abuse, security, safety and loss prevention;
- Directs the internal investigation of incidents involving students and/or personnel in compliance with Federal and State law, District Policies and Procedures, and negotiated contractual agreements and assists the Superintendent with recommendations to resolve incidents that require security interventions;
- Displays the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school;
- Serves as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic;
- Participates in appropriate workshop and in-service programs, attends any required meetings; and provides staff and students with training on violence prevention and de-escalation techniques;
- Protects confidentiality of records and information about staff, and uses discretion when sharing such information within legal confines;
- Assists with 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.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of law enforcement rules and regulations;
- Good knowledge of criminal detection and criminal identification;
- Good knowledge of personal computers and office equipment;
- Good moral character and initiative;
- Working knowledge of illegal drugs and ability to identify such and to detect signs of abuse;
- Strong oral and written communication skills;
- Strong interpersonal skills;
- Ability to establish and maintain an effective relationship with the students, staff, administration, parents, police and public;
- Ability to communicate effectively in English, both orally and in writing;
- Ability to exercise good judgment;
- Initiative;
- Strong leadership skills with the ability to supervise others;

- Resourcefulness;
- Integrity;
- 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 eight (8) years of full-time 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 with 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 ten (10) years of full-time paid experience as identified in A above; **OR**
- C. Graduation from high school or possession of an equivalency diploma and twelve (12) years of full-time paid experience as identified in A above; **OR**
- D. An equivalent combination of training and experience as defined by the limits of (A) through (C) above.

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