



**HUDSON CITY SCHOOL DISTRICT
HUDSON, NEW YORK**

**EXTENDED SCHOOL DAY PROGRAM
VACANCY**

POSITION: SCHOOL SAFETY & SECURITY OFFICER

LOCATION: HUDSON JUNIOR HIGH SCHOOL

HOURS: 3:15 to 5:15 p.m. (Monday-Friday)

EFFECTIVE: October 23, 2017 through April 20, 2018

SALARY: \$20 per hour

QUALIFICATIONS: Must meet Columbia County Civil Service residency requirements

JOB SPECIFICATIONS: See Civil Service Job Description (on reverse)

Interested Applicants (not already employed by the HCSD): Please submit a non-instructional employment application and three completed reference forms (at least one reference should be an employment reference). High School Diploma or equivalent is required. Applicants must be fingerprinted through NYS Education Department and speak, read and write fluent English. Applications and references can be sent by:

- Email: HUDSONCSDJOBS@HUDSONCSD.ORG
- Mail: Sharifa Carbon, School Business Administrator, 215 Harry Howard Ave., Hudson, NY 12534

Current Employees may apply by submitting a letter of interest to Sharifa Carbon.

Deadline to apply is September 25, 2017. Please include the posting number (N082817-16) on your correspondence.

The Hudson City School District hereby advises students, parents, employees and the general public that it offers employment and educational opportunities, including vocational education opportunities, without regard to sex, race, color, national origin or handicap. We welcome applications from those who contribute to our diversity.

8/28/17

SCHOOL SAFETY/SECURITY OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is a safety position involving the responsibility for maintaining order and ensuring the well-being of students, faculty and support service personnel with the school and on school property. The school safety program is part of a broader student security program involving counseling with families of disruptive students and cooperation with family court and law enforcement agencies. Employees of this class are assigned to the various schools during regular school hours and are expected to assist with safety supervision at extracurricular activities, i.e., football and basketball games, etc. The work is performed under direct supervision of the school principal.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Reviewing and becoming totally familiar with and monitoring all Safety and Civil Defense drills with the building;
- Identifying and reporting school safety needs to the principal, with recommendations for improving identified needs.
- Screening and pursuing all unidentified visitors to a school.
- Supervising inside and outside grounds of the school for the purpose of identifying and preventing non-school related visitors from loitering in the building, on the grounds or entering the building illegally.
- Reporting to and actively becoming involved in the resolution of the school emergency situations;
- Assisting with the supervision of students throughout school day;
- Acting as school liaison with the courts and/or police when and if necessary;
- Screening outside agency representatives who may come into a school to see a student, i.e. Child Protective Services;
- Reporting all incidents to the principal as soon as possible, with written reports to follow;
- Mediating student conflict incidents in order to promote meaningful and long lasting resolution;
- Maintaining accurate written files of all incidents pertinent to school safety;
- Developing and practicing an understanding and appreciation for the well being of all students, as well as multi-cultural and ethnic differences;
- Being trained by the Human Relations Department in conflict resolution, leadership skills, mediation skills and multi-cultural diversity in order to become more effective, equitable and equal in performing one's duties with respect to working with students, teachers, parents and community members;
- Attend Safety Committee meetings and attendance meetings;
- Keep a transportation log;
- Liaison with crossing guards;
- Developing and monitoring student mediation teams whose purpose would be to mediate and resolve student differences before they become major conflicts;
- Accompanying students to the hospital or other such agency in emergency situations when attempt to contact parents fail;
- Reporting to and assisting at other schools in emergency situations, i.e., theft, extortion claims, confiscation of weapon on bus;
- Assisting at special functions of the Board of Education and school functions (athletic contests);
- Performing other duties pertinent to school safety as deemed necessary by the principal.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of the physical layout of assigned school and surrounding neighborhood; working knowledge of child and adolescent behavior, working knowledge of the procedures of a citizen's arrest; working knowledge of conflict resolution; ability to operate a two-way radio, ability to detect potential safety hazards and disturbances; ability to communicate effectively both orally and in writing; ability to prepare simple reports; ability to establish and maintain effective professional relationships with students and school personnel; ability to detain and/or apprehend violators of school rules and regulations, as per disorderly conduct, disorderly mischief or criminal trespass; willingness to work with children and adolescents and exercise sound independent judgment; initiative; tact; discretion; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma **and** one (1) year of law enforcement or security guard experience.

Special Requirements: Possession of a valid NYS Driver's License and maintenance of same during employment.

11/10/98 Amended and Adopted by Columbia County Civil Service Competitive

09/08/09 Amended and Adopted by Columbia County Civil Service Competitive