

## **SCHOOL SENTRY**

**40080**

**(Competitive)**

### **DISTINGUISHING FEATURES OF THE CLASS**

This is a security position involving responsibility for maintaining order and protecting the well-being of students, faculty and support service personnel within the school and on school property. The School Sentry 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 to control disruptive students and dangerous outside influences. Employees of this class are assigned to various middle schools and high schools within the district, during regular school hours as well as those schools scheduled for extracurricular activities. The work is performed under direct supervision of the school principal and/or other administrative superior. Does related work as required.

### **TYPICAL WORK ACTIVITIES**

Provides protection of students, faculty and support service personnel.  
Maintains order in school hallways and cafeteria.  
Completes administrative entry searches of students, to prevent weapons and illegal substances from entering the school building, through the utilization of metal detection equipment and by hand.  
Intervenes directly to control disturbances among students; makes citizen's arrests as necessary.  
Reports to the supervisor, by radio receiver-transmitter or telephone, any emergency situations that may require police assistance.  
Attends orientation and in-service training sessions relative to rules, regulations policies, first aid, conflict resolution and human relations.  
Prepares simple activity reports concerning such incidents as vandalism, theft, disruptive students, or other breaches of school order.  
Confers with students, parents and adults in the community concerning safety measures.  
Relays information to the school principal or the supervisor concerning developments within and outside the school that may affect the safety and security of students.  
Attends monthly staff meetings to discuss and review security problems.

### **FULL PERFORMANCE KNOWLEDGES SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Good knowledge of the physical layout of assigned school and the 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.  
Ability to prepare simple reports.  
Ability to establish and maintain effective relationships with students and school personnel.  
Ability to detain and/or apprehend violators of school rules and regulations such as disorderly conduct, disorderly mischief or criminal trespass.  
Ability to exercise sound independent judgment in a volatile situation.  
Ability and willingness to work with children and adolescents.  
Ability to use discretion and tact.

### **MINIMUM QUALIFICATIONS**

A. Six (6) months of work experience, or its part-time equivalent, as a security guard or in police work; or,  
B. Six (6) months of work experience, or its part time equivalent, involving the \*direct supervision, counseling or instruction of youth (\*direct supervision is defined as having the responsibility of youth on a day to day basis for things such as assignments of tasks or objectives and follow up to insure proper completion); or,  
C. Satisfactory completion of a minimum of fifteen (15) semester credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees; or,  
D. Successful completion of a New York State Department of Education Law Enforcement Career and Technical (CTE) Program; or,  
E. An equivalent combination of training and experience as defined by the limits of A, B, and C above.

Special Necessary Requirement at Time of Appointment:

Must be at least 18 years of age; and,

Must meet and maintain the requirements as set forth under New York State Law for Security Guards and overseen by the New York State Department of State.