



JOB POSTING #364 Repost
PLEASE POST

The City School District of Albany
An Equal Employment/Affirmative Action Employer
Management/Confidential Employment Opportunity

Date of Posting: March 10, 2020

Position(s): Director of School Security

Location(s): District-Wide

Requirements:

*This is an Open Competitive or Promotional Civil Service position for external **and** internal candidates*.*

Appropriate examination for this title is required for permanent appointment. For additional information and to apply for current Civil Service exams visit: <https://jobs.albanyny.gov/exams>

Salary: Commensurate with experience

Deadline for Applying: March 24, 2020, 4:00 pm

General Statement:

The position of the Director of School Safety 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.

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) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Responsibilities:

- 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;
- Direct 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 assist 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;
- Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic;
- Participate in appropriate in-service and workshop programs and attend any required meetings; and provide staff and students with training on violence prevention and de-escalation techniques;
- Protect confidentiality of records and information about staff, and use discretion when sharing such information within legal confines;
- Assist 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.

**Promotional opportunity for current Management/Confidential Members in the following title(s):
Assistant Director of School Campus and Neighborhood Security Officer, School Campus and
Neighborhood Security Officer*

How to Apply

OLAS: <https://www.pnwbores.org/TeacherApplication/>

E-mail: humanresources@albany.k12.ny.us

Post: City School District of Albany
Office of Human Resources
1 Academy Park
Albany, NY 12207

The City School District of Albany, does not discriminate on the basis of Age, Race, Color, National Origin, Religion, Disability, Sexual Orientation, Gender Identification, Gender Expression, Transgender Status, Sex, Marital Status, Domestic Violence Status, or Genetic Predispositions in employment or any of its programs and/or activities which it offers or operates, as it is required to do by the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Genetic Information Nondiscrimination Act of 2008 and the New York State Human Rights Laws.