

## **SCHOOL SAFETY ADVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class will perform duties supporting a safe and secure school environment by establishing and building meaningful relationships with Faculty and Staff and proactively partners to promote collaboration between first responders and schools. The incumbent will advise, educate, and train faculty and staff on established policies, procedures, and regulations related to safety, abuse, and violence prevention. Work is performed under the supervision of the Safety Coordinator. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Reviews, updates, and makes recommendations for modification of existing health, safety, and environmental programs, including School Safety Assessments to identify gaps in safety procedures, school security, etc.;
- Works collaboratively with public safety agencies to serve as a liaison between schools and community to promote safety and security and communications during emergency situations;
- Prepares and disseminates information on topics of health, safety, toxic substances, emergency planning, fire prevention, and building code requirements;
- Coordinates and participates in required inspections, surveillance, parking lot safety, and traffic control;
- Provides consultation and assistance for all safety related drills, inspections, crisis response plan and in providing security for all occupants of school building and grounds;
- Conducts workshops and provides leadership to Faculty and Staff of Component Districts and BOCES addressing tobacco, alcohol, other drug issues, gang activity, violence diffusion and prevention, crime prevention and safety issues in the school community;
- Works with Component School Districts and BOCES to engage public safety agencies to participate in exercises/drills/planning activities;
- Attends meetings, workshops, seminars and training programs as necessary to maintain certifications, knowledge level and skills;
- Conduct and facilitate regular meetings of School Resource Officers assigned to BOCES and its Component School Districts;
- Serve on various committees and/or teams at Component School Districts and BOCES, and other duties as assigned by appropriate supervisory personnel.

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

Thorough knowledge of health and safety issues as they apply to schools; thorough knowledge of state and federal regulations concerning fire codes, toxic substances, and safety rules and practices; ability to communicate both orally and in writing; ability to read and understand reports, rules, and regulations; ability to coordinate and conduct workshops; thorough knowledge of crowd control and security measures in a school setting; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

**EITHER:** (A) An Associate's degree, or 60+ credit hours from a regionally accredited or New York State registered college or university and five (5) years of paid full time experience in law enforcement, as a first responder or other related field

**OR** (B) Graduation from high school or possession of a high school equivalency diploma and seven (7) of paid full time experience in law enforcement, as a first responder, or other related field.

**ADDITIONAL REQUIREMENTS:**

Possession of a valid NYS Motor Vehicle Operator's license at the time of appointment and must maintain license throughout the duration of appointment.

Competitive Class

Adopted 4/24/2019 PO