



School Safety & Security Officer

NATURE AND SCOPE OF JOB

The Safety and Security Officer is responsible for establishing and maintaining a safe and secure school environment for students, employees and visitors by collaborating with the Administration and Board of Trustees to develop and enforce comprehensive safety and security policies, access control procedures, and accident prevention efforts, and to support risk management efforts, fire safety, emergency management, asset protection, parking control, and traffic management enforcement programs.

The Officer reports to the school's Administrator/Business Manager.

JOB FUNCTIONS & RESPONSIBILITIES

The School Safety & Security Officer shall:

1. Serve as the school's liaison with the White Plains Police Department, White Plains Fire Department, and any other related agencies.
2. Establish clear lines of accountability and command within the school pertaining to safety issues.
3. Oversee safety and security planning with the school's Administration, Facilities staff, Board of Trustees, local government planners and first responders as appropriate. Establish and maintain a comprehensive School 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, first responders and emergency agencies.
4. Create and update school operating procedures and safety and security manuals.
5. In collaboration with the school administrator/business manager and facilities staff, recruit, employ and train any additional safety personnel as required.

6. In collaboration with the Administration and teaching staff, integrate safety, security and emergency preparedness measures into the school's daily practices in a manner supportive of a school environment.
7. Coordinate and conduct safety, security and emergency preparedness training by developing, scheduling and/or facilitating training and drills for all staff and students on a regular basis. Maintain appropriate records of all such drills.
8. In collaboration with the Administration, provide training for staff in child abuse, Megan's Law, and other areas as required by Federal, State, and/or Local laws.
9. Oversee and maintain the distribution of key cards/codes for access to school facilities.
10. In collaboration with the school's Administration and Board of Trustees, establish appropriate policies and procedures for student discipline. Coordinate procedures for the referral of students and staff to the Federal, State and Local agencies as required.
11. In collaboration with the school's Administration and Board of Trustees, establish appropriate policies and procedures for student discipline. Coordinate procedures Advise architectural design teams for construction and renovation projects relative to school safety.
12. Administer the budget for safety to ensure the most cost-effective utilization of resources; work with the Administration and Facilities on any needed capital improvements; schedule expenditures.
13. Provide oversight, documentation and coordination of approval of school volunteers to include background checks and clearance, as required.
14. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
15. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
16. Participate in appropriate in-service and workshop programs and attend any required meetings.
17. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines.
18. Adhere to federal statutes and regulations, New York school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
19. Coordinate safety planning and practices to support academic processes with proper adaptation to the environment, so the process of education can be enhanced rather than impeded by safety efforts.
20. Work with appropriate staff members to meet operational security needs within budget.
21. Perform other duties and responsibilities for the purpose of ensuring the efficient and effective functioning of the school, as assigned by the Administrator, and not otherwise prohibited by law or regulation.

REQUIRED EXPERIENCE & QUALIFICATIONS

- The school seeks an individual who has significant demonstrated professional work experience in at least one of the primary fields relating to this position. The successful candidate will need to demonstrate adequate knowledge and expertise in each of these areas to fulfill the vision for the school's safety program.
 - Law enforcement
 - Security
 - Risk management
 - Fire service

- Emergency management
- This position requires a high degree of diplomacy, flexibility and adaptability. The school seeks a safety professional who is a patient, effective and clear communicator with demonstrated problem solving skills. As such, the successful candidate must have good written and verbal communication skills.
- The successful candidate must continue and improve the school's ongoing commitment to the safety of students, staff and visitors while fostering a creative, warm, caring and effective learning environment.

Preferred Education/Training

- POST- Approved Police Academy or equivalent
- Tactical Response Training
- Emergency Management Certification
- CEPTD/Mitigation training
- Hazard Mitigation & Prevention
- FBI National Academy Program, advanced police management program, National Fire Academy, Emergency Management
- Institute, security training programs or other comparable training programs.
- Undergraduate degree preferred but not required

Required Certificates, Licenses & Clearances

- Valid Driver's License and evidence of Insurability
- Criminal Justice Fingerprint/Background Clearance

FLSA Status: Exempt

PHYSICAL DEMANDS & WORKING ENVIRONMENT

- The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; driving, and significant fine finger dexterity.
- Generally, the job requires approximately 25% sitting, 25% walking, and 50% standing.
- The job will require exposure to a variety of weather conditions, including exposure to heated/air conditioned and ventilated facilities.
- Exposure to a variety of childhood and adult diseases and illnesses.