

Jurisdictional Class: Competitive

Adopted: 11/25/25

## **SCHOOL SECURITY GUARD**

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

Responsible for maintaining order and providing security in school buildings and on school property with a focus on prevention and early intervention activities. The incumbent will patrol the school buildings and grounds to enforce school rules and ensure the safety of students, staff, and visitors; and to prevent damage to school facilities and grounds. The incumbent is expected to establish a rapport with students in order to provide an atmosphere that is safe and conducive to learning. Work requires the exercise of independent judgment and is performed under the general supervision of the Building Principal(s), Directors, and/or Superintendent. Supervision is not a regular function of the position but may be assigned to direct other employees in providing campus security. There is considerable independent responsibility for exercise of sound judgment in emergencies. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Monitors incoming and outgoing activity at the front entrance of the school building;  
Ensures visitors are authorized and obtain proper visitor identity badge;  
Directs visitors to various offices within the school;  
Prevents unauthorized visitors from entering school buildings and/or loitering on school grounds;  
Assists in monitoring all hallways and ensures outside doors are locked and secure;  
Patrols hallways and monitors student movement, checking passes, and monitoring evidence of unusual or disruptive behavior;  
Intervenes in student disturbances as needed;  
Communicates daily with school administration, and reports all instances of intervention, problems and/or observation of unusual activity in a timely manner;  
Works with school administrators to handle emergency situations and procedures;  
Assists with implementation of evacuation and emergency procedures, including assisting with emergency drills as needed;  
Serve as a resource to school officials when referring students to social service agencies;  
Notifies school administrator and/or other school personnel, i.e. School Nurse, Guidance Counselor, of student's unusual behavior;  
Assist students in finding appropriate school administrator and/or other school personnel to address and resolve problems;  
Facilitate communication and information sharing between students, counselors, parents, teachers and school administrators, to address and resolve problems;  
Monitors release of students in accordance with school procedures;  
Monitors and assists with maintaining order during arrival and departure of school buses;  
Assists with video surveillance as required;  
May patrol parking lots, being alert for unauthorized individuals and vehicles;  
Enforce school rules, administrative procedures, and board policy;  
Adhere to all Board and Building Policies;

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

Good knowledge of crowd control and security measures in a school setting;  
Good powers of observation;  
Ability to understand and enforce school district rules, regulations and procedures;  
Ability to understand and carry out oral and written instructions;  
Exercises good judgement and restraint in the use of physical force;  
Ability to establish and maintain effective working relationships;  
Ability to communicate effectively, both orally and in writing;  
Ability to deal effectively, efficiently and professionally with students, school district staff and the public;  
Ability to provide assistance and support in a variety of situations with intelligence and courtesy;  
Ability to maintain calm and to handle emergencies quickly and appropriately including the ability to think clearly and act appropriately under pressure;

**MINIMUM QUALIFICATIONS:** Either:

- a) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in criminal justice or closely related field and three (3) years of experience as a law enforcement officer, security guard, or military; OR
- b) Graduation from a regionally accredited or New York State registered college or university with an associate's degree in criminal justice or closely related field and five (5) years of experience as a law enforcement officer, security guard, or military; OR
- c) Graduation from high school, possession of High School equivalency diploma and seven (7) years of experience as a law enforcement officer, security guard, or military; OR
- d) An equivalent combination of experience and training as defined by the limits of "a" and "b"

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:**

Satisfactory completion of an approved security guard training course as approved by the New York State Department of Criminal Justice, in accordance with General Business Law, Section 89. Incumbents must maintain valid registration as a security guard throughout employment. Possession of a valid New York State operator's license at the time of appointment and maintenance of such license throughout the tenure of employment in the position.

In accordance with Safe School Against Violence in Education (SAVE) Legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in the school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Armed guard applicants must have a valid New York State pistol license pursuant to Penal Law 400.00 and must complete a 47-hour Firearms Training Course for Security Guards prior to applying for a Special Armed Guard Registration Card. Starting one year from the date of completion of the 47-hour firearms training course, holders of a Special Armed Guard

Registration Card also must annually complete an 8-hour Annual In-service Training Course for Armed Security Guards. A complete outline of all Security Guard Training and requirements can be found on the following link: <http://www.criminaljustice.ny.gov/ops/sgtraining/index.htm>.

**NOTE:** If the School District is seeking individuals who are able to carry firearms on school grounds, the School District is responsible to see that all training and registration requirements are met with the NYS Department of State and DCJS. A copy of the license to carry firearms must be submitted to the Civil Service Office upon hire.