

## **SCHOOL HEALTH AND SAFETY COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class assists in coordinating resource assessments and subsequent training for safety-related instructional programs offered to component school district employees through the BOCES New York State Center for School Safety and Center for Student Support Services. Incumbents in this position assist in providing trainings of district personnel and offering technical services to assist component school districts in the development and implementation of school health and safety programs in compliance with regulations, laws and initiatives of the State Education Department (SED). The work is performed under the general and administrative supervision of the Supervisor, Center for School Safety and the Assistant Superintendent for Instructional Services, with considerable leeway allowed for exercising independent judgment in carrying out the details of the work. Supervision over training staff is a function of this class. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Conducts local, regional and statewide needs and resource assessments to help determine training requirements for comprehensive school health, school safety and youth development-related instructional programs;

Provides technical assistance to school districts on developing and implementing comprehensive school health, school safety and youth development plans and programs;

Collaborates with regional service providers to identify comprehensive school health, school safety and youth development resources available to ensure higher student performance and graduation rates;

Coordinates trainings and technical assistance services for both regional and statewide initiatives to ensure the districts compliance with Federal and SED regulations;

Identifies and updates comprehensive school health, school safety and youth development information for inclusion in the Center for School Safety and Student Support Services' internal database, as well as their home page;

Complies with State Education Department charge on School Safety, including organizing school site visits, designing conferences, distributing pertinent information and attending regional and State advisory council meetings;

Trains school district personnel in the development of comprehensive school health, school safety and youth development programs, with an institutional focus on incorporating preventative measures into the district plans;

Assists program administrators by conducting needs assessments and responding to specific requests for information, materials, and training from school districts, parents of students, and interested public or private agencies;

Prepares reports and keeps various records as required;

Participates on regional and statewide committees and keeps apprised of current literature, research and regulatory changes and incorporates this information into current training offerings;

May attend continuing education courses to maintain professional development and improve training and communication skills;

May need to travel to sites within New York State when required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of organizational planning and project coordination tools; thorough knowledge of customer service tools; good knowledge of training methods and procedures; good knowledge of job-related research tools and community agency resources; working knowledge of current windows-based and web-based office software applications; working knowledge of the capabilities, function and potential of the Internet as a research tool; ability to supervise the work of others; ability to research and prepare written material accurately; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative working relationships with clients and others; ability to work independently; detail oriented; good organizational skills; poise; tact; courtesy; resourcefulness; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

A. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Art Therapy, Counseling, Education, Human Services, Psychology, Social Sciences, Social Work or a closely related field and two (2) years of full-time paid, or its' part-time equivalent, work experience in youth development, education or human services; **OR**

B. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree and four (4) years of full-time paid, or its' part-time equivalent, work experience in youth development, education or human services; **OR**

C. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Art Therapy, Counseling, Education, Human Services, Psychology, Social Sciences, Social Work or a closely related field and four (4) years of full-time paid, or its' part-time equivalent, work experience in youth development, education or human services; **OR**

D. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and six (6) years of full-time paid, or its' part-time equivalent, work experience in youth development, education or human services; **OR**

E. An equivalent combination of training and experience as indicated in A, B, C and D above.

**Note:** At the time of appointment, applicants must possess a valid New York State driver's license appropriate to the vehicles operated or otherwise demonstrate their ability to meet the transportation needs of the job.

ULSTER COUNTY  
5756 SCH H&S CD  
Classification: Competitive  
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Adopted: July 24, 2007