

SCHOOL HEALTH AND SAFETY TRAINER I

DISTINGUISHING FEATURES OF THE CLASS: This position is an entry level para-professional position that involves the responsibility for assisting and providing support for safety-related instructional programs offered to component school district employees through the BOCES New York State Center for School Safety and the Center for Student Support Services. Incumbents in this class assist in gathering and organizing information related to developing and implementing 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 supervision of the School Safety Supervisor and the administrative supervision of the Assistant Superintendent for Instructional Services with limited leeway allowed for exercising some independent judgment in carrying out the details of the work. Supervision is not 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.

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

Assists the staff of the Center for School Safety and the Center for Student Support Services by acting as a liaison between school district administrators and department personnel in order to document and pass on requests for services;

Supports training personnel and program administrators of the Center for School Safety and the Center for Student Support Services by developing appropriate forms and procedures for school safety and comprehensive school health programs;

Assists with gathering, organizing and distributing information related to training sessions conducted at the component school district or at the Center for School Safety and the Center for Student Support Services, noting the type of training, the frequency of sessions and their outcomes;

Observes and participates in training sessions held at the school districts in order to learn and improve course content or materials;

Assists with the dissemination of information on school safety and comprehensive school health topics to targeted school staff or the community at large;

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

May attend continuing education courses to maintain professional development and improve content knowledge or hone training/communication skills;

Keeps apprised of current regulatory changes and observes how they are incorporated into training applications;

May prepare materials for training sessions;

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

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of organizational planning and project coordination tools; good knowledge of customer service tools; working knowledge of job-related research tools and resources; working knowledge of current windows-based and web-based office software applications; ability to acquire a working knowledge of training methods and procedures; 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; poise; tact; courtesy; 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 Bachelor's Degree in Education, Social Work or Human Services, Psychology, Counseling, Social Sciences, Art Therapy or a closely related field; **OR**

B. Graduation from a regionally accredited for New York State registered college or university with a Bachelor's Degree and two (2) years of full-time paid, or its' part-time equivalent, work experience in youth development, education or human services; **OR**

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

Special Requirement: Possession of a valid New York State Driver's License appropriate to the vehicles operated or otherwise demonstrates their ability to meet the transportation needs of the job.

ULSTER COUNTY
5757 SCH TRN I
Classification: Competitive
OA

Adopted: January 18, 2007