

SCHOOL HEALTH AND SAFETY TRAINER II

DISTINGUISHING FEATURES OF THE CLASS: This position is a professional-level position that provides 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 class train district personnel to develop and implement 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 leeway allowed for exercising 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.

Trains 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 school districts in developing and training teams at the individual building facility level to implement school safety and comprehensive school health policies;

Acts as a liaison between the Center for School Safety, Center for Student Support Services and school district administrators in order to process requests for training services;

Provides guidance and assistance to school districts to develop appropriate forms, procedures and policies for school safety and comprehensive school health programs;

Provides technical assistance to the school districts to refine existing plans based on changes to SED (State Education Department) policy and regulations;

Compiles database information on school safety and comprehensive school health training in the school districts, tracking the type and frequency of training;

Analyzes class training evaluations and researches new training methods to meet perceived needs;

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;

Keeps apprised of current regulatory changes and works with School Health and Safety training professionals state-wide;

Prepares materials for training sessions;

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: Good knowledge of organization planning and project coordination tools; good knowledge of training methods and procedures; 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 prepare and deliver training programs; 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; 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 Education, Social Work or Human Services, Psychology, Counseling, Social Sciences, Art Therapy or a closely related field; **OR**

B. Graduation from a regionally accredited or New York State registered college or university with a Master'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. 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 and two (2) 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 four (4) 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.

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.