

SCHOOL SAFETY SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class provides professional management of school safety services offered through the BOCES New York State Center for School Safety, as well as administrative support for the BOCES Hudson Valley Student Support Center. Training and technical services are provided to help school districts to implement safety projects 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 Assistant Director for Instructional Services and the BOCES District Superintendent, with considerable leeway allowed in carrying out the details of the work. General supervision 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.

Designs and manages plans to provide training, technical assistance, information and resource utilization to school districts for comprehensive school health, safety and related issues;

Collaborates with regional service providers to identify school safety needs and the resources available to meet those needs and build local capacity to service them;

Exercises administrative supervision of the work of the BOCES Student Support Services Center, and provides assistance to the Center on implementation of SED initiatives;

Maintains liaisons with the SED and other advisory or regulatory agencies to assist in disseminating relevant health, safety and wellness information for both the Center for School Safety and the Student Support Services Center;

Exercises administrative oversight of the BOCES regional advisory council;

Coordinates safety and health training and technical assistance services for statewide initiatives to assure districts adhere to regulatory compliance and sound management practices;

Acts as implementation manager by assisting districts in implementing special projects related to comprehensive school health, safety and wellness as promulgated by SED initiatives and/or Federal regulation;

Maintains and manages statewide databases providing school profiles, regional resources and utilization plans;

Provides effective budgetary management for program operations;

Submits grant reports as required by the SED and other funding sources;

Coordinates and maintains a home page on the Mid-Hudson Regional Information Center's web site for the Center for School Safety integrating SED health and safety updates;

Supervises and evaluates program staff.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of organizational, planning and project management tools; good knowledge of job-related research tools and community agency resources; good knowledge of the capabilities, function and potential of the internet as a research tool; good knowledge of available windows-based and web-based office software applications; good knowledge of customer service tools; ability to work independently; ability to supervise the development of training programs; ability to establish and maintain cooperative relations with clients and personnel; ability to communicate effectively, both orally and in writing; initiative, poise, tact, courtesy and 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 Health Education, Education, Public Health, Business Administration, Public Administration, Nursing or a closely related field and four (4) years of full-time paid, or its part-time equivalent, experience in health education including comprehensive school health, two (2) years of which must have been in a supervisory capacity; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree, which includes 21 credit hours in Health Education, Education, Public Health, Business Administration, Public Administration, Nursing or a closely related field and six (6) years of full-time paid, or its part-time equivalent, experience in health education including comprehensive school health, two (2) years of which must have been in a supervisory capacity; **OR**
- C. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree, which includes 15 credit hours in Health Education, Education, Public Health, Business Administration, Public Administration, Nursing or a closely related field and eight (8) years of full-time paid, or its part-time equivalent, experience in health education including comprehensive school health, two (2) years of which must have been in a supervisory capacity; **OR**
- D. An equivalent combination of training and experience as indicated in A, B and C 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
5798 SCH SF SUP
Classification: Competitive
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Adopted: January 31, 2005