

## ALBANY LEADERSHIP CHARTER HIGH SCHOOL FOR GIRLS

### ADMINISTRATIVE/PROFESSIONAL JOB DESCRIPTION

**Job Title:** Safety & Security Associate  
**Prepared Date:**  
**Revised Date:**  
**Work Year:** 10-month employee  
**Department:**  
**Reports To:** School & Community Safety Coordinator  
**Salary Range:**

#### **SUMMARY:**

Provide a safe environment for students, staff, and visitors by maintaining order within the school and school property. Duties include upholding school safety procedures before school, during the school day, and afterschool; enforcing school and classroom policies; monitoring and patrolling facility hallways, entrances, exits and exterior property.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position.

1. Patrol on foot and monitor the facility's hallways, classrooms, entrances and exits; bus stops; and other areas frequented by students.
2. Provide support and guidance to staff and students with respect to school safety and policy compliance.
3. Assist with the implementation of school safety procedures and protocols including fire drills, lockdown drills, and other safety drills as assigned by the School and Community Safety Coordinator.
4. Reports to the School and Community Safety Coordinator or Principal any emergency which may require police assistance.
5. Confers with students, parents, and adults in community concerning developments within and outside the school which may affect the safety and security of students.
6. Controls and diffuses disturbances before, during and after school hours, within the school building, upon school grounds and along access and egress routes. This includes physical altercations.
7. Enforce school policies.
8. Respond to and document facility concerns, safety concerns and student misconduct.
9. Attends monthly meetings with local police departments.
10. Assists police, fire safety officers, and EMTs as necessary while ensuring the maintenance of professional working relationships.
11. Attend staff meetings.
12. Perform other duties as assigned by Principal and/or School and Community Safety Coordinator.

To perform this job successfully, the Safety & Security Associate must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and dispositions required. Reasonable accommodations may be made to enable

individuals with less than required attributes or with disabilities to perform the essential functions to expectations.

**EDUCATION AND TRAINING:**

High School Diploma or GED required; Earned Associate's or Bachelor's Degree preferred.

**EXPERIENCE:**

Preference will be given to candidates with prior experience in law enforcement, corrections, security, or public safety related fields.

Working knowledge of conflict resolution; ability to detect potential safety hazards and disturbances; ability to communicate effectively both orally and in writing; ability to prepare simple reports; ability to establish and maintain effective professional relationships with students and school personnel.

Demonstrates proper attitude and experience working with high school students, preferably within an urban setting.

**SKILLS, KNOWLEDGE, DISPOSITIONS:**

Operating knowledge of and experience with personal computers, word processing and database software. English language skills required. Oral and written fluency in second language may be preferred or required based on student and parent primary language needs.

**CERTIFICATES, LICENSES, & REGISTRATIONS:**

**Language Skills:** Excellent oral and written communication skills.

**Mathematical Skills:** Basic math skills required.

**Reasoning Ability:** Ability to problem solve in a fast-paced environment.

**Other Skills and Abilities:** Positive interpersonal skills and proven ability to work well with people.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the Safety & Security Associate is regularly required to stand, walk, talk, hear and see.

**WORK ENVIRONMENT:**

The noise level in the work environment is usually moderate. Working with other adults and students may occur in both noisy and quiet areas.

**MENTAL FUNCTIONS:**

While performing the duties of this job, the Safety & Security Associate is regularly required to use interpersonal skills; frequently required to compare, analyze, communicate, coordinate, instruct, compute, synthesize, evaluate and negotiate.

