



**Cayuga County Department of Human Resources  
and Civil Service Commission**

**JOB SPECIFICATION**

Civil Service Title: **SCHOOL SECURITY GUARD**  
Jurisdictional Class: Competitive  
Civil Division: Schools  
Adoption: CSM 6/21/2018  
Revised: CSM 7/12/2022

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**DISTINGUISHING FEATURES OF THE CLASS:**

This position involves responsibility for maintaining order and providing security in school districts. The work is performed under the general direction of the School Superintendent with leeway for use of independent judgement. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Monitors incoming and outgoing activity at the front entrance of the school building.  
Ensures visitors are authorized and obtain proper visitor identity badge.  
Directs visitors to various offices within the school.  
Prevents unauthorized visitors from entering school buildings and/or loitering on school grounds.  
Assists in monitoring all hallways and ensures outside doors are locked and secured.  
Patrols hallways and monitors student movement, checking passes, and monitoring for evidence of unusual or disruptive behavior.  
Intervenes in student disturbances as needed.  
Communicates daily with high school administration, and reports all instances of intervention, problems and/or observation of unusual activity in a timely manner.  
Works with high school administrators to handle emergency situations and procedures at front entrance.  
Assists with implementation of evacuation and emergency procedures, including assisting with emergency drills as needed.  
Notifies school administrator and/or other school personnel, i.e. School Nurse, Guidance Counselor, of student's unusual behavior.  
Assists students in finding appropriate school administrator and/or other school personnel to address and resolve problems.  
Facilitates communication and information sharing between students, counselors, parents, teachers and school administrators, to address and resolve problems.  
Monitors release of students in accordance with school procedures.  
Monitors and assists with maintaining order during arrival and departure of school buses.  
Assists with video surveillance as required.  
May patrol parking lots, being alert for unauthorized individuals and vehicles.  
Performs a variety of related activities as required and integrity; good judgement; emotional maturity; courage; reliability; tact and courtesy.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Good knowledge or crowd control and security measures in a school setting;  
Good powers of observation;  
Ability to understand and enforce school district rules, regulations and procedures;  
Ability to understand and carry out oral and written instructions;  
Exercises good judgement and restraint in the use of physical force;  
Ability to establish and maintain effective working relationships;  
Ability to communicate effectively, both orally and in writing;  
Ability to deal effectively, efficiently and professionally with students, school district staff and the public;  
Ability to provide assistance and support in a variety of situations with intelligence and courtesy;  
Ability to maintain calm and to handle emergencies quickly and appropriately including the ability to think clearly and act appropriately under pressure;  
Ability to operate portable radios for communication;  
Honesty and integrity;  
Good judgement;  
Emotional maturity;  
Courage;  
Reliability;  
Tact and courtesy.

**MINIMUM QUALIFICATIONS:**

- A. Member with permanent status of the police or sheriff’s department or division of state police, or a corrections, parole, or probation officer; OR
- B. Retired member of police or sheriff’s department or division of state police, or a retired former corrections, parole, or probation officer; OR
- C. Bachelor’s Degree and two (2) years of experience where the primary function was safety and security work in an organization, business or agency, or as a uniformed officer in a public law enforcement or military agency; OR
- D. Graduation from high school or possession of a comparable diploma, and four (4) years of experience where the primary function was safety and security work in an organization, business or agency, or as a uniformed officer in a public law enforcement or military agency; OR
- E. An equivalent combination of training and experience as described above.

**NOTE:**

If the School District is seeking individuals who are able to carry firearms on school grounds, the School is responsible to see that all training and registration requirements are met with the NYS Department of State and DCJS. A copy of the license to carry firearms must be submitted to the Civil Service Office upon hire.

**SPECIAL REQUIREMENT(S):**

Possession of a valid New York State operator’s license at the time of appointment and maintenance of such license throughout the tenure of employment in the position.

In accordance with the Safe Schools Against Violence in Education (SAVE) Legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.