

ASSISTANT SCHOOL SAFETY AGENT

Duties and Responsibilities

Working alongside a school safety agent, performs routine work in protecting the school building and grounds of a New York City Public School against trespass, loss, and unlawful activity; performs related work.

Examples of Typical Tasks

Greets and receives students, employees, and visitors and direct them to the proper personnel and offices.

Assist in making periodic inspections throughout the building and grounds to examine doors, windows, gates, locks, and equipment.

Discourages loitering, prevents trespass, and assists with maintaining order, in and around school grounds.

Answers telephones and doorbells on school premises to ensure safety.

Calls for medical, police or fire department assistance when needed.

May assist in identifying persons violating New York City Public Schools rules and regulations.

Qualification Requirements

1. Must possess a high school diploma or its educational equivalent.
2. Pass medical and physical requirements.
3. Must be a citizen of the United States.
4. Candidates must meet all medical, physical, psychological, and character requirements that a School Safety Agent must meet.

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Notes:

Candidates for appointment will be subject to physical, medical, and psychological screening, including drug screening.

Assistant School Safety Agents will be on probation during their entire tenure, maximum tenure is four years.

Lines of Promotion

Incumbents with satisfactory work performance are encouraged to take the promotional examination for School Safety Agent (60817).

To be appointed as a School Safety Agent (60817) a candidate must be at least 21 years old, and meet the qualifications for Special Patrolman from the NYC Police Commissioner as governed by Administrative Code Section 14-106 and Chapter 13 of Title 38 of the Rules of the City of New York.