



Cornwall Central School District Job Descriptions

- 1. Title:** School Monitor (Greeter) and/or School Security Aide
- 2. Responsibility:**
 - The roles of the School Monitor and School Security Aide are to give support to programs through activities related to school security specifically through welcoming and directing visitors.
 - Provide Line-of-Sight Monitoring or Hearing-Range Monitoring of hallways and bathrooms of students and guest.
 - Work is performed under the supervision of the building Principal or Administrator. Provides clerical support as requested.

Reports to: Building Principal or Administrator

Training to carry out Primary Duties:

The candidate will be trained by the New York State Division of Licensing Services and locally by New York State Police Community Outreach Officer and/or Orange Ulster BOCES Health and Safety personnel. Upon completion of this training the individual will be able to carry out the following Duties:

School Monitor

1. Monitors visitor activities in immediate area.
2. Assists administrator in performing clerical duties (i.e. collating, sorting, filing when slow activity allows).
3. Participates in workshops and in-service trainings and demonstrates level of understanding.
4. Provides assistance to visitors (i.e. phone calls to programs) to locate staff and/or student.
5. Maintains and keeps safe the visitor sign-in and sign-out register.
6. Issues visitors badges.
7. Follows up to ensure all visitors signed-in have signed-out upon leaving.
8. Refers difficult situations to administrator.
9. Responsible for ordering necessary registry materials and badges through assigned secretary.



School Security Aide

1. Patrols parking lots, being alert for unauthorized individuals and vehicles.
2. Patrols hallways and monitors student movement for evidence of unusual or disruptive behavior
3. Intervenes in student disturbances as needed.
4. Reports all instances of intervention and observation of unusual activity to Building Principal or Administrator.
5. May notify other school personnel, i.e. School Nurse, Guidance Counselor, of a student's unusual behavior.
6. Provides security and crowd control for after school functions such as dances and sporting events.
7. Directs visitors to various offices within the school.

Hiring Practices

A School Monitor candidate must meet the minimum qualifications of the County of Orange Civil Service Commission requirements for Job Classification Specification Title # 1562. Upon fulfilling those requirements the candidate must pass the screening process described below.

A School Security Aide candidate must meet the minimum qualifications of the County of Orange Civil Service Commission requirements for Job Classification Specification Title # 1566. Upon fulfilling those requirements the candidate must pass the screening process described below.

Screening

Commissioner's Regulations require the district to request a fingerprint-supported criminal history background check for applicants for certification as well as for prospective employees. An individual has their fingerprints taken, and sends them to NYSED/OSPRA. OSPRA then electronically forwards properly completed fingerprint cards to the New York State Division of Criminal Justice Services (DCJS) and to the Federal Bureau of Investigation (FBI) for processing. DCJS and the FBI provides OSPRA with a copy of the individual's criminal history background, if any, so that OSPRA can make a determination on clearance for employment or certification. If there is no criminal history OSPRA will automatically issue a clearance. If there is a criminal history, the matter is reviewed by OSPRA to determine whether there is any basis for a possible denial of clearance. Full clearances for employment will be forwarded directly to the prospective school employee and the school district. A full clearance for employment does not entitle the individual to a job. Final employment decisions rest with the school district. In the event that the FBI criminal history report is delayed and there is no possible basis for denial based on the DCJS report, OSPRA may issue a conditional clearance for employment. A conditional clearance for employment would permit the school district to hire the prospective employee on a conditional basis while OSPRA is waiting for criminal history results from the FBI. A conditional clearance for employment does not entitle the individual to a job. Final employment decisions rest with the school district.