



Peekskill City School District
A System Focused on Every Student; Every Day

Office for
Administrative Services/HR

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PLEASE POST IN APPROPRIATE AREAS
PERSONNEL BULLETIN #1920-111R
ANTICIPATED VACANCIES
October 23, 2019

POSITION: Security Aide (Provisional)

LOCATION: Secondary Level

CIVIL SERVICE: This competitive position requires successful completion of the Westchester County Security Aide examination.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Knowledge of security techniques; knowledge of the principles, practices, and techniques employed in establishing and maintaining building security; ability to establish and maintain effective working relationships with students, school personnel and the general public; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; initiative; tact; courtesy; sound judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS: Satisfactory completion of an approved security guard training course as approved by the New York State Department of Criminal Justice in accordance with the Security Guard Act of 1992. Incumbents must maintain valid registration as a security guard throughout employment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

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.

EXAMPLES OF WORK: (Illustrative Only)

- Patrols assigned building(s), building perimeter, and adjacent school district parking lots to prevent illegal trespass by unauthorized individuals;
- Prevents unauthorized visitors from entering school buildings and/or loitering on school grounds;
- Informs superior of need to contact or involve local police department;
- Ascertains individual's business on school property and responds accordingly;
- May escort visitors to/from areas of building;
- Conducts security inspections of school facilities/sites;
- May assist in handling emergency disciplinary matters;
- May, under specifically defined and limited circumstances, use force;
- May prepare reports of incidents.
- May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

START DATE: November, 2019 (anticipated)

SALARY: Terms of employment are in accordance with the Peekskill School Security Aides Association (PSSAA) Contract

CLOSING DATE: October 31, 2019

INSTRUCTIONS TO APPLICANTS:

Submit letter of interest and resume on-line to: www.OLASjobs.org/lhv

If you are a Peekskill resident and/or a Peekskill Alumni and are interested in applying, please submit a letter of interest and resume to Dr. Joe Mosey, Assistant Superintendent for Administrative Services at personnel@peekskillschools.org

Please do not submit additional materials via: e-mails sent directly to School District employees; the U.S. mail; hand-delivery; or fax machine.

The Peekskill City School District is an Equal Opportunity Employer and does not discriminate against employees, students, or applicants on the basis of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, or veteran status in hiring, educational programs and activities it operates. Candidates must submit to fingerprints clearance.