

Job Title:	Safety and Security Coordinator	Reports to:	Superintendent
FLSA status:	Exempt	Supervisor duties:	Security
Classification:	Classified	Approved on:	10/13/2020
Position Summary:	The position is responsible for maintaining order and discipline, preventing crime, investigating student violations of school board policies, and detaining students violating the law or school board policies on school property or at school-sponsored events and is responsible for supervising safety personnel ensuring the safety, security, and welfare of all students, faculty, staff, and visitors in the assigned school.		

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Assists School Administration with security concerns within their respective buildings/departments
- Provides leadership and coordination in the development, implementation and supervision of District programs pertaining to the promotion and maintenance of staff and student safety and health.
- Keep daily log of all activities
- Assists local law enforcement agencies as required
- Coordinates and supervises security staff, access control, security cameras and communication systems
- Prepares and updates the District's Emergency Management Protocol including, but not limited to, the Emergency Operations Plan and Closed Pod Agreements; ensures staff and students are trained to mitigate, prevent and recover from disasters; collaborates with outside agencies to ensure proper response in emergency situations; serves as liaison to FEMA in recovery efforts as needed; responds to and assists in emergency situations district-wide as appropriate.
- Maintain and update Emergency Call Out List for local Law Enforcement Agencies
- Serves as a resource to teachers, administrators, principals and other staff; facilitates group meetings to discuss program coordination; coordinates and facilitates professional development and/or training opportunities for staff. This includes, but is not limited to, conducting various safety drills (i.e. fire and lock down)
- Researches, compiles data for and prepares various statistical, administrative and professional reports as required by the District and/or other agencies for report preparation and/or decision-making purposes.
- Attends meetings, training, seminars and conferences, both local and statewide, as appropriate to enhance job knowledge and skills.
- Gather information and data or news releases and special publications relating to school/district activities and community health/safety concerns as directed by the Superintendent.
- Other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

- Law enforcement training, certification or equivalent
- Good communication and interpersonal skills
- Well-developed organizational skills
- Proven Responsible and Trustworthy with school property
- Experience implementing facility security plans
- Prior supervisory experience
- Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- AA degree or 60 hours of University credit or equivalent

Computer Proficiency: MS Word, Google Suite

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to climb, sit, stand, bend, walk and operate foot controls simultaneously. The employee would be required to lift up to 50 pounds safely.

WORK ENVIRONMENT:

Indoors and outdoors, with exposure to all weather conditions and temperatures. Exposure to all types of traffic conditions. Exposure to noise, dust, gas and fumes. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students and public.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.