

JOB DESCRIPTION: Safety Coordinator

REPORTS TO: Superintendent



PURPOSE: Maintain a safe and secure environment for students, employees, volunteers, and visitors using the all hazards approach and best risk management approach. Assist to develop, establish and enforce safety and security policies, access control procedures, event mitigation, accident prevention, support risk management efforts, fire safety, transportation safety, emergency management, asset protection, parking control and traffic enforcement programs.

CORE JOB RESPONSIBILITIES:

General

1. Develops, coordinates, oversees, and evaluates all District safety and security measures and concerns. Updates All-Hazards Plan, quick reference school guides, emergency contact sheet, blueprints/floor plans, keys/fobs access, emergency facility shut-offs, aerial photos, crisis communication plan, reunification plans, etc... as necessary. Works to support the efforts of risk management by reducing the likelihood of safety related incidents. Secures facilities, equipment, students and personnel by working in conjunction with the appropriate District departments in recommending safety and security equipment purchases and upgrades. Maintains records of fire and other emergency drills and conducting drills when appropriate; evaluating effectiveness of drill; supervising and maintaining access control and key distribution.
2. Arranges for meetings with local law enforcement and/or community members when necessary. Collaborates with and assists School Resource Officers, local law enforcement departments, volunteer fire departments, and Plum EMS with school related job responsibilities as they pertain to school business and current MOUs. ~~Primary local law enforcement contact and requester. (Examples: parking enforcement, officers at events or meetings, breathalyzer services, law enforcement service dogs, etc...)~~ Conducts safety and security planning with school resource officers (SRO) personnel, ~~local government planners,~~ and first responders.
3. Conducts safety, security, and emergency preparedness assessments by conducting and/or coordinating annual safety, security and emergency preparedness drills of all school and support facilities. Coordinates safety planning and practice to support the academic processes of each school by creatively implementing best practices in safety, security, and emergency preparedness with proper adaptation to the environment, creativity and innovation, so the process of education can be enhanced by safety efforts.
4. ~~Assists in the development of security guard, school/auxiliary police and crossing guard positioning, schedules, activities, protocols and training. Oversees and acts as main contact for Auxiliary/school police at all functions.~~
5. NIMS, CPR, AED, First Aide, CPI, SAP, and ALiCE trained/~~certified.~~ certified

6. Primary contact for all building security/emergency alarms and Raptorware. Monitor District-Wide security cameras and ensure law enforcement access. Monitor all anonymous report lines and electronic programs including Awareity.
- ~~7. Assists school staff and SROs with home visits.~~
8. Conducts non-criminal investigations as directed by Superintendent.
9. Assists/facilitates transportation safety to include bus stops, walking routes, school buses, school safety zones and traffic flow patterns.
10. Main District contact for Child Abuse Reporting, PA Childline, and Allegheny County CYS employees.
- ~~11. Assists with severe weather school delays and event cancellations.~~

Staff, Volunteer, Community and Student Training/Instruction

1. Conducts and coordinates safety, security, and emergency preparedness training by developing, scheduling and facilitating training for staff, students and public safety officials. Provides oversight, evaluation, and documentation for safety, security and emergency preparedness training, drills, mitigation, and event/incident response and analysis, in coordination with the SROs.
2. Provide oversight, accounting, documentation and coordination of school volunteers to include background checks and clearances. Coordinates, tracks, and communicates all required staff and volunteer trainings. Administrative user and coordinator for online staff training. Tracks all District-required safety trainings including, but not limited to, Act 168, 114, 34, 151, Policy 824, Suicide Awareness, Diversity, Title IX, ALICE, Mandated Reporter, CPR, & First Aid, and AED.
3. Coordinates and supervises all state and locally required student drills, including but not limited to, fire, drills/alerts, severe weather and bus evacuation.
4. Coordinates safety education and stakeholder information dissemination. Coordinator and lead developer of student safety programs, assemblies and education (Examples: dating violence prevention, Coaching Boys into Men, cyber safety, bullying (including cyber bullying), Operation Safe Stop, pedestrian and bus safety program).

Reports and Communication

1. Reports regularly to the Superintendent to keep him/her informed of District security concerns and needs. Meets regularly with Principals, Administrators, and Counselors to discuss building and grounds security problems and student and staff safety issues.
2. Committee assignments include: Safe & Supportive Schools Advisory Council (Admin Liaison), AIU safety role-a-like representative, District Safety Committee (Chairperson-develop agenda individual building safety committees-review/audit minutes), Boro-District Safety Structure (District Chair), Workmen's Compensation Coordinator, and author All Hazards Plan.
3. Attends student and staff disciplinary hearings as appropriate.
4. Interacts with parent groups and community organizations.
5. Represents the District to all law enforcement agencies.
6. Title IX Compliance Officer.

7. Recommends changes in policies, protocols, regulations, and procedures as related to safety and security (Examples: Bullying, harassment, appropriate adult relationships, chaperone, etc...). Determines and communicates security policies and procedures by studying organizational operations and schedules; establishes internal controls; conducts inspections as appropriate; reports potential hazards to appropriate departments; creates and updates School Board policies and standard operating procedures, safety and security manuals; coordinates and conducts training sessions for, staff, parents and students.
8. Coordinates school safety compliance with federal, state, and local regulations by studying existing and new requirements and overseeing and enforcing school-wide adherence to requirements. Prepares and files all local, state and federal reports encompassing all aspects of District safety and security. (Examples: PDE safety audit, All hazards plan, Safe School Report, Fire Drills, etc...)
9. Coordinates with administration, first responders, and other appropriate personnel working within the National Incident Management System.
10. Works with appropriate departments to meet operational security needs. Contributes to team effort by integrating safety, security, and emergency preparedness measures into the organization's daily practices in a manner supportive of other departments and functions.
11. Explore, author, implement and rectify grant opportunities related to safety and security.
12. Investigates beneficial partnerships and programming opportunities with local organization, governmental agencies, and institutions of higher education or similar.
13. Develops loss analyses to pinpoint loss trends on which to focus; develops specific programs to address these trends.

QUALIFICATIONS: Demonstrates professional work experience in at least one of the primary fields relating to this position:

- Law enforcement
- Security
- Risk management Associate Risk Management designation by Insurance Institute preferred
- Emergency management
- PA School Administrative Certificate (Principal K-12 or Letter of Eligibility)

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Excellent knowledge of the best practices and procedures necessary to maintain order and insure the protection of life and security of buildings, grounds, and equipment.
- Excellent knowledge of best safety procedures necessary to eliminate or prevent accidents and safety hazards.
- ~~• Working knowledge of vehicular traffic control activities in parking lots and access roads.~~
- Ability to exercise sound judgment in carrying out security safety and loss control duties; to carry out oral and written directions; act quickly, efficiently and calmly in stressful situations; ~~plan and supervise the work of a security staff~~; understand and deal effectively

with students, faculty, and others; maintain records and prepare reports; and communicate both orally and in writing.

- Certified Safety Professional (CSP), designation preferred
- Member American Society of Safety Engineers (ASSE)

PREFERRED EDUCATION/TRAINING:

- ~~Police Officer Standards and Training (POST) Approved Police Academy or equivalent~~
- Tactical Response Training
- CEPTD/Mitigation Training
- Hazard Mitigation and Prevention
- ~~FBI National Academy Program, advanced police management program, National Fire Academy, Emergency Management Institute, security safety training programs or other comparable training programs~~
- Undergraduate Degree in safety science or related fields
- BS/MS

Classification Assignment:

- ~~Act 93 Employee~~
- ~~Classification and salary range Group 4~~
- Salary range and benefits, ~~to be determined by budgetary allowances~~
- Annual contract
- Salary commensurate with experience

Revised: 3/1/16