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**JOB DESCRIPTION:** Safety Coordinator

**REPORTS TO:** Superintendent

**PURPOSE:** Maintains a safe and secure environment for students, employees and visitors using the all hazards approach by helping to develop, establish and enforce safety and security policies, access control procedures, accident prevention efforts, support risk management efforts, fire safety, emergency management, asset protection, parking control and traffic enforcement programs.

**QUALIFICATIONS:** As a high quality educational institution, the District seeks an individual who has significant demonstrated professional work experience on at least one of the primary fields relating to this position:

* Law enforcement
* Security
* Risk management
* Fire service
* Emergency management

The successful candidate will need to develop expertise in each of these areas to fulfill the vision for the District’s safety program. This position requires a high degree of diplomacy, flexibility and adaptability. Applicant must have good communication skills, both written and verbal. The District seeks a safety professional who is a patient, effective and clear communicator with demonstrated problem solving skills. The successful candidate must continue and improve the District’s ongoing commitment to the safety of students, staff and visitors while fostering a creative, warm, caring and effective learning environment.

**CORE JOB RESPONSIBILITIES:**

* Develops, coordinates, oversees, and evaluates District security measures (including locker inspections, prom/ball/dance breathalyzer checks, etc.).
* Meets regularly with the Superintendent or other administrative superior in charge of security to keep them informed of District security issues and any present or future building and grounds security needs.
* Assists in the development of security guard/school police positioning schedules.
* Monitors building and grounds security.
* Requests materials (stickers, violation notices, etc.) necessary for student/staff parking.
* Meets regularly with Principals, Administrators and Counselors to discuss building and grounds security issues and student and staff safety issues.
* Implements rules, regulations, and policies relating to student and staff parking.
* Arranges for meetings with local police and/or community members when necessary.
* Oversees District security concerns.
* Assists with after school activities when appropriate.
* Supervises and coordinates the activities of the security guards and works with them to oversee building and grounds security.
* Assists in the development of in-service programs for security guards.
* Represents the District to police agencies and business community members.
* Attends student disciplinary hearings when appropriate.
* Recommends changes in policies, regulations and procedures as related to building and grounds security; recommends security modifications.
* Interacts with parent groups and community organizations.
* Prepares reports dealing with District security such as on-school parking, student discipline, security guard schedules, etc.
* Determines and communicates security policies and procedures by studying organization 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.
* Secures facilities, equipment, students and personnel by working in conjunction with the appropriate District departments in recommending safety and security equipment purchases and upgrades; maintaining records of fire and other emergency drills and conducting drills when appropriate; supervising and maintaining access control and key distribution;
* Conducts and coordinates safety, security and emergency preparedness training by developing, scheduling and/or facilitating training for staff, students and public safety officials relating to school safety, security and emergency preparedness. Provide oversight, evaluation and documentation for safety, security and emergency preparedness training.
* Conducts safety, security and emergency preparedness assessments by conducting and/or coordinating annual safety, security and emergency preparedness assessments of all school and support facilities.
* Conducts safety and security planning with schools resource officer (SRO) personnel, local government planners and first responders.
* Provide oversight, documentation and coordination of approval of school volunteers to include background checks and clearances.
* 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.
* Coordinates with administration, public relations, first responders, and other appropriate personnel working within the National Incident Management System.
* Conducts investigations as directed.
* 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.
* Works to support the efforts of risk management by reducing the likelihood of safety incidents. Accomplishing related results as needed.
* Coordinates safety planning and practice to support 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 rather than impeded by safety efforts.

# PREFERRED EDUCATION/TRAINING:

* Police Officer Standards and Training (POST) - Approved Police Academy or equivalent
* Tactical Response Training
* Emergency Management Certification
* CEPTD/Mitigation Training
* Hazard Mitigation & Prevention
* FBI National Academy Program, advanced police management program, National Fire Academy, Emergency Management Institute, security training programs or other comparable training programs
* Undergraduate Degree

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

* Excellent knowledge of the practices and procedures necessary to maintain order and insure

 the protection of life and security of buildings, grounds and equipment.

* Excellent knowledge of 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 duties.
* Ability to carry out oral and written directions.
* Ability to act quickly, efficiently and calmly in stressful situations.
* Ability to plan and supervise the work of a security staff.
* Ability to understand and deal effectively with students, faculty and others.
* Ability to maintain records and prepare reports.
* Ability to communicate both orally and in writing.

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