

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana

Job Description

TITLE: Security Coordinator (FLSA Status: Exempt)

- MINIMUM QUALIFICATIONS:**
1. U.S. Citizen or authorized alien.
 2. Bachelor's Degree Preferred.
 3. A background in law enforcement required.
 4. Familiar with standard concepts, practices and procedures within law enforcement.
 5. Must have the ability to work with local law enforcement agencies.
 6. Must have the ability to work with students across multiple environments.
 7. Must have the ability to work with principals.

REPORTS TO: Associate/Assistant Superintendent

ESSENTIAL JOB FUNCTIONS:

1. Provides a visible presence to support the established structure of the security program.
2. Disseminates, interprets, and administrates approved security and behavior policies and procedures.
3. Prepares statistical reports to meet various system, state, and federal requirements.
4. Establishes a safety and security organizational plan which facilitates the effectiveness of its operation.
5. Recommends specific procedures which should be followed in order to be in compliance with School Board, state, federal, and judicial mandates.
6. Ensures that department facilities are conducive to a positive work environment.
7. Writes programs and projects relating to school security.
8. Works with and supports community agencies and school departments, Child Protection, School Drug Task Force, Juvenile Court and related agencies, law enforcement agencies, School Child Welfare, and Attendance, Alternative Programs, etc.
9. Implements security programs and projects within the confines of the school district's goals and policies.
10. Identifies safety and security rules, guidelines, and procedures and accepts responsibility for compliance.
11. Advises the Superintendent/Associate/Assistant Superintendent on all security matters.
12. Prepares drafts of security plans for approval by the Superintendent or Associate/Assistant Superintendent.
13. Evaluates the district's security program on a continuing basis and recommends changes as necessary to the Superintendent or Associate/Assistant Superintendent.
14. Consults with principals/administrators on methods of increasing security in and about the premises of each school.
15. Works closely with principals/administrators in the coordination of security programs.
16. Manages the district and school crisis plans.
17. Serves as a resource person to address student groups on various aspects of school security.
18. Works closely with law enforcement officials regarding the implementation of regular building checks, routine security procedures, and special security problems that may occur.
19. Maintains a positive working relationship with law enforcement agencies.
20. Acts as liaison with public safety authorities on all matters affecting school safety.
21. Ensures programs are effective and identifies the need for additional resources.
22. Performs other appropriate duties as assigned by the Superintendent or Associate/Assistant Superintendent.

PHYSICAL DEMANDS

1. Neat and well-groomed appearance.
2. Must possess physical skills and stamina to perform job responsibilities.
3. Ability to work effectively under pressure while dealing with day to day problems.

TERMS OF EMPLOYMENT: Twelve months per year, salary in accordance with current salary schedule.

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with the provisions of the Board's policy for Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, revise, update, or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: _____ Date: _____

Reviewed and Agreed to by: _____ Date: _____
Employee

Employee's Name (Please Print) SSN: _____
Employee Identification Number