DISTRICT SAFETY AND SECURITY COORDINATOR

POSITION SUMMARY: The Coordinator will provide direction and operation of a comprehensive program for school security and personal safety and will coordinate District-wide programming services to ensure a safe and secure learning environment. The position will report to the Executive Director of K-12 Operations.

MINIMUM QUALIFICATIONS

Education, Training, Experience, Licensure and Certification

- Five years of experience in a role relevant to public sector risk management
- Knowledge in the area of crisis response management, risk identification and mitigation, and coordination with local agencies preferred

PREFERRED QUALIFICATIONS

- Associate or Baccalaureate Degree

SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED;

- Knowledge of applicable Federal, State, and local laws and ordinances
- Ability to carry out investigations, evaluate pertinent facts, and form conclusions when all facts have been analyzed
- Ability to obtain information through interviews, interrogations, and observation and research
- Ability to prepare concise yet comprehensive reports
- Ability to speak clearly and establish good relationships with the public
- Ability to operate assigned equipment skillfully, safely, and in conformance with applicable laws and regulations
- Ability to work effectively with other employees, agencies, officials, and the public

ESSENTIAL JOB FUNCTIONS

- Monitor security and safety programs to assure the programs meet instructional goals and promote a high level of educational, professional, and ethical standards. Integrate safety/security guidelines with key instructional objectives, policies, and regulations
- Work with other District security staff to achieve compliance with board policies and risk management requirements
- Assure that the safety/security policies of the District are in place by conducting surveys, inspections, and follow-up critiques. Maintain a District-wide record of security and personnel safety incidents
- Plan and execute training of staff and students
- Assure staff and students are provided with information, skills, and knowledge to help make themselves and their schools safe and secure. This will be accomplished through the implementation of appropriate in-service training, crime prevention, and personal protection programs
- Be available as a final choice on security alarm responses for all campuses. Assist schools in the reduction of false security alarms
- Ensure regulatory compliance with all drilling and other training requirements
- Coordinate planning for emergency and disaster preparedness to include assistance in community notification and coordination and alignment of preparedness activities with partner agencies

- Plan and organize emergency response training for staff
- Utilize technology and physical inspections to ensure functionality of life safety equipment, such as fire alarms, fire extinguishers, and entry alarms
- Develop, maintain, and update the Public Safety web page and emergency message board and other automated messaging systems
- Coordinate access control and evaluate electronic security system operations, malfunctions, and improvements
- Assess and evaluate all school crossings for safety considerations. Support local transportation authorities in determining the placement of school crossing locations, school speed zones, signage, and flashers
- Collaborate and maintain a positive working relationship with the Gresham Police Department and the Clackamas & Multnomah County Sheriff Offices

OTHER JOB FUNCTIONS:

- Attend meetings and conferences which promote professional growth and will benefit the District.

PHYSICAL REQUIREMENTS:

- Ability to:
    - sit, stand or walk for prolonged periods of time
    - talk and hear conversations in a potentially noisy environment
    - use close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus
- Regularly focus on a computer screen
- Bending, stooping, kneeling and lifting and/or moving up to 40 pounds may also be required on occasion

WORKPLACE EXPECTATIONS:

- Maintaining regular and punctual attendance. In case of an absence site and/or district protocol for reporting absences is followed.
- Maintaining appropriate confidentiality regarding information relating to students, staff, and parents
- Dress in a professional and appropriate manner for the assignment and the work setting
- Exercise prudent judgment
- Work independently in the performance of routine duties
- Follow all District policies and work procedures
- Utilize the District's electronic systems and applications related to the position
- Participate in required meetings and trainings related to the position
- If employee is bilingual, interpretation, translating documents, and/or communicating orally in the second language may be requested
- Cultivate and model a respectful working and learning environment

***Applications must be submitted to Frontline Recruiting and Hiring by the closing date in order to be considered for the position. All employees hired by the District into a position not requiring licensure must be fingerprinted and have a criminal history check completed. The cost is $71.50 and is the responsibility of the employee. This employment is considered probationary pending return of the criminal records check from the FBI and Oregon State Police through the Oregon Department of Education.**

Gresham-Barlow School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups in any education programs, activities or employment. Gresham-Barlow provides equal access to individuals with disabilities.

I hereby confirm my receipt and understanding of this job description and attest to my ability to perform the functions of the position as assigned. If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the district HR Department regarding the requested accommodation(s).

Employee Name (Print) **Employee Signature** **Date**