

FRANKLIN COUNTY SCHOOL DISTRICT JOB DESCRIPTION

DISTRICT SCHOOL SAFETY SPECIALIST/OFFICER

QUALIFICATIONS:

1. Bachelor's Degree or higher preferred.
2. Minimum of three (3) years successful experience in education with school administrative or supervisory experiences, including staff development, planning student engagement programs, and parental involvement preferred
3. Minimum of three (3) years successful experience in one of the following fields; law enforcement, safety and/or security, with administrative or supervisory experiences, including staff training preferred
4. Law Enforcement Certification preferred.

REPORTS TO: Superintendent of Schools

JOB GOAL:

To direct School Safety, Security, and Risk Management Services for the District in compliance with all state and federal laws, and regulations, implementing school board policy in a manner that will ensure the safety and security of students and staff. To plan for and conduct safety and security training exercises, and youth mental health resources for students and staff as required by statute. Seek innovative solutions to assist the District in the areas of risk management, student and staff safety, and school security. To assist and guide school-based administrators with crisis management teams. To coordinate and plan for the establishment and improvement of district and school safety plans, communication tools, and community awareness.

PERFORMANCE RESPONSIBILITIES:

1. Recommend to the Superintendent all safety-related needs for the District.
2. Ensure the administration of established procedures to conduct background checks and fingerprinting, ensuring the safety and security of students and staff.
3. Coordinate the evaluation and assessment process for the district's safety programs and protocols.
4. Coordinate the annual update of the Student Code of Conduct, ensuring its compliance with required safety protocols (SB 7026).
5. Serve as the School Safety Specialist and District Risk Manager for schools and district safety and security. (**SB 7026**).
6. Maintain regular liaison with Florida Department of Education Office of Safe Schools and other local and state agencies relating to safety and security.
7. Ensure compliance with the Florida Safe Schools Assessment Tool (**SB 7026**).
8. Coordinate the continuing education and in-service training for youth mental health awareness and assistance (**SB 7026**).
9. Provide supervision and oversight for all school safety and security personnel, policies, and procedures in the school district.
10. Coordinate the continuing education and in-service training for all school safety and security personnel.
11. Review and recommend updates for safety and risk management policies for compliance with all state laws/rules.
12. Plan and Provide for training and resources to students and staff, relating to emergency procedures; school safety and security.
13. Conduct annual school security risk assessments at each public school (**SB 7026**) using the school security risk assessment tool developed by the FLDOE Office of Safe Schools.
14. Coordinate with the District Facilities Manager and each school SRO to provide recommendations to the Superintendent of Schools, based on each school's security risk assessment findings.
15. Document and report to the Superintendent of Schools, all changes related to school safety and emergency issues recommended by local and state law enforcement agencies based on annual school campus tours.

16. Report risk assessment findings and School Board action to the FLDOE Office of Safe Schools within 30 days (SB 7026).
17. Provide annual reports to the Superintendent and School Board, regarding student mental health referrals and services, and performance measures for all safety and security and mental health staff and student training, programs, and exercises.
18. Conduct routine safety checks and daily safety walks during times of student movement.
19. Coordinate and direct safety walks during times of mass student movement; monitoring student behaviors to assess threats and minimize disciplinary issues. Assign SRO's placements during these events.
20. Attend School Board Meetings as requested by the Superintendent.
21. All other duties as assigned by the Superintendent

EMERGENCY DRILLS; EMERGENCY PROCEDURES (SB 7026)

22. Prescribe policies and implement procedures for all faculty and students, in consultation with the appropriate public safety agencies regarding active shooter and hostage situations; which must be conducted as often as all other drills.
23. Coordinate with public safety agencies to develop district and school emergency plans (including active shooter and hostage situations)
24. Establish emergency response procedures that identify the individuals responsible for contacting the primary emergency response agency.
25. Establish model emergency management and emergency preparedness procedures, in compliance with state law.
26. Establish and implement a schedule to test the functionality and coverage capacity of all emergency communication systems.

SAFETY AND SECURITY BEST PRACTICES (SB 7026)

27. Assist the Superintendent of Schools in the establishment of procedures for the prevention of violence on school grounds, including the assessment of and intervention for individuals whose behavior poses a threat to the safety of the school community.
28. Establish and direct a crisis management intervention team in compliance with state law.

THREAT ASSESSMENT TEAMS (SB 7026)

29. Recommend to the Superintendent of Schools and the School Board policies for the establishment of threat assessment teams at each school that are consistent with the model policies developed by the Office of Safe Schools.

STUDENT CRIME WATCH (SB 7026)

30. Administer the student crime watch program which allows students and members of the community to anonymously relay information concerning unsafe and potentially harmful, dangerous, violent, or criminal activities, or the threat of these activities, to school officials and the appropriate public safety agencies.

PHYSICAL REQUIREMENTS: Light Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force as needed to move objects.

OTHER REQUIREMENTS: Successful completion of the school safety specialist training provided by the Office of Safe Schools within 1 year after appointment (SB 7026).

Perform all other duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT: 12 month position

Salary and benefits shall be paid consistent with the district's approved compensation plan.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy.