

Safety and Security Liaison Lead

Purpose:

This position creates a safe and supportive school environment by leading security and safety efforts at MIHS. This role focuses on promoting positive student relationships, preventing and addressing conflict, and ensuring safety protocols are followed at school events and activities. The ideal candidate will be a skilled facilitator, communicator, and mentor who can balance student support with security oversight.

Key Functions:

- **Event Supervision:** Oversee and ensure the safety and security of school events, such as sports and after-school activities, by enforcing safety and behavioral policies. Coordinate with event organizers to prepare emergency response plans and ensure clear communication with staff and security personnel.
- **Security Drills:** Lead and coordinate school security drills as directed by administrators, including fire, lockdown, and earthquake drills. Ensure all staff and students are well-prepared and understand protocols, and provide post-drill feedback for continuous improvement.
- **Security Team Leadership:** Identify and coordinate staff members who can assist with high-profile or large events, ensuring comprehensive safety coverage. Provide guidance and mentorship to these staff members, emphasizing the importance of de-escalation and crisis response.
- **Staff Training:** Train staff members identified to provide supervision in school event supervision techniques and safety protocols, particularly for high-profile events.
- **Proactive Security Measures:** Conduct regular campus risk assessments to identify potential safety hazards or areas of concern. Work with school and central office teams to implement preventative safety initiatives, such as increased supervision in high-traffic areas or school community safety awareness campaigns.
- **Liaison with Law Enforcement:** As requested, attend monthly check-ins with the SRO to communicate safety concerns.
- **Incident Response:** Be a key point of contact for security-related incidents. Manage immediate responses effectively, ensuring student safety and minimizing disruption. Report incidents promptly to school administrators and contribute to post-incident debriefs and solutions.
- **Substance Use Violations:** Identify and address student substance use violations by conducting proactive campus monitoring. Investigate incidents in collaboration with administrators, documenting all findings clearly. Support student well-being by referring them to appropriate resources, such as counseling or substance intervention programs, while ensuring accountability measures are followed.

- **Conflict Resolution**: Facilitate crucial conversations between students, and between students and staff, as appropriate, to resolve conflicts using restorative approaches.
- **Student Support Teams (SST)**: Participate in SST meetings when requested, providing input on how restorative practices can support student well-being and academic success.

Qualifications:

- **Education**: A high school diploma or equivalent is required. A bachelor's degree in education, criminal justice or a related field is preferred. Training in trauma-informed practices, de-escalation techniques, and crisis management strongly preferred.
- **Experience**: Minimum of 3 years of experience in education, social work, security, or student support, with a demonstrated focus on conflict resolution and student engagement.

Skills and Abilities, General:

- Strong verbal and written communication skills, with an approachable demeanor and the ability to connect well with students, staff, and community members.
- Command a strong presence, paired with the ability to interact in a calm, patient, and respectful manner, even in challenging situations.
- Proven ability to build relationships with a diverse range of individuals and groups, including students, staff, families, and community partners.
- High degree of flexibility and adaptability in managing multiple responsibilities in a dynamic environment.
- A true commitment to the well-being of students, with an open and supportive attitude, showing a genuine heart for youth development.
- Ability to maintain a good memory for faces and people, which is vital for security and relationship-building within the school.
- Ability to perform all duties in accordance with district and State requirements, policies, and ethical guidelines.
- Demonstrate strong cultural competency and the ability to build relationships with a diverse student body and community.
- Maintain strict confidentiality in all student and security matters.
- Exhibit strong problem-solving skills, with a focus on proactive and preventative safety measures.
- Display a high level of emotional intelligence, particularly in high-pressure situations.

Mathematical Skills:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply basic math skills when analyzing data, calculating distances or timing in security protocols, or evaluating reports related to school safety and student incidents.

Reasoning Ability:

- Ability to solve practical problems and navigate a variety of concrete variables in situations where only limited standardization exists.
- Ability to define problems, collect relevant data, establish facts, and draw valid conclusions, especially when addressing student incidents, safety concerns, or logistical challenges.
- Strong decision-making skills in high-pressure situations, particularly in resolving conflicts and managing security responses.

Language Skills:

- Ability to read and interpret various documents, including safety rules, operational and maintenance instructions, and procedure manuals.
- Ability to write clear and concise reports, business correspondence, and procedure manuals that communicate effectively to a diverse audience.
- Ability to respond to common inquiries, requests, or complaints from the public, students, and staff with professionalism and tact.
- Strong verbal communication skills, with the ability to facilitate discussions, lead restorative justice circles, and engage with community members in high-stress or conflict situations.
- Capable of adjusting communication style depending on the audience, ensuring understanding by individuals with varying levels of language proficiency or familiarity with restorative practices.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

While performing the duties of this job, the employee is frequently required to walk and stand for extended periods. The employee occasionally, but critically, will need to sprint or run during emergency situations, stoop, squat, kneel, and perform repetitive motions with

hands, arms, or fingers (such as typing and data entry). Other essential tasks may include climbing (such as using ladders or accessing large vehicles), using hand/grip strength, and finger dexterity (for example, typing or tightening bolts).

The employee is required to lift up to 25 pounds from floor to waist and from waist to shoulder height and may occasionally need to carry over 90 pounds (such as moving large equipment or assisting students in an emergency). Other tasks include pushing or pulling up to 90 pounds on wheels over tiled floors (for example, moving tables or chairs).

Specific vision and hearing abilities required for this role include:

- Hearing conversations in noisy environments and identifying the source of sounds.
- Seeing objects or people at a distance and distinguishing close work, such as reading typed or handwritten material.
- Ability to differentiate between colors and interpret auditory signals such as bells, buzzers, beeps, or horns.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

While performing the duties of this job, the employee frequently works both indoors and outdoors, which may involve walking on slippery surfaces or working in wet conditions. The employee may be exposed to loud noise, sunlight, and infectious agents such as germs, bacteria, and viruses. The role often requires working irregular or extended hours to accommodate school events and emergencies.

The employee may occasionally, but critically, need to work in extreme temperatures—below 32 degrees or above 100 degrees—or in environments with sudden temperature changes. There is a potential risk of being bitten by animals or insects, and the employee may come into contact with oils, gasses, petroleum products, solvents, or degreasers in the course of their duties.

Pay and Classification

Category 6, Position 6 – Per the Classified Collective Bargaining Agreement

The information provided in this job description complies with the Americans with Disabilities Act (ADA) and outlines the essential duties and responsibilities of the position. It is not

intended to be an exhaustive list of all tasks or functions. Employees holding this position may be required to perform additional duties, and responsibilities may be modified or assigned.