

# SCHOOL DISTRICT OF FLAGLER COUNTY

## JOB DESCRIPTION

### DISTRICT SCHOOL SAFETY COORDINATOR

#### QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited college or university. Masters' Degree or higher in Educational Leadership or Criminal Justice preferred; equivalent and related experience may be considered.
- (2) Minimum of three (3) years previous employment with a public school district preferred.
- (3) Minimum of three (3) years Administrative/supervisory experience preferred.
- (4) Must earn or have a certification as a School Safety Specialist within 1 year after appointment
- (5) Must complete training in the Comprehensive School Threat/FDLE Threat Model.

#### KNOWLEDGE, SKILLS AND ABILITIES:

- (1) Demonstrate excellent leadership and organizational skills and ability to work cooperatively with others.
- (2) Remain "on call" to act on/assist with emergency situations impacting the safety and well-being of the school and/or community.
- (3) Demonstrate the ability to communicate effectively, both orally and in writing.
- (4) Ability to handle sensitive information in a confidential manner.
- (5) Ability to work independently and make decisions with minimum supervision.
- (6) Demonstrate the ability to use various forms of technology and software (including but not limited to word processing and data management) to enhance school and community safety.
- (7) Conduct inspections as appropriate; report potential hazards to appropriate departments
- (8) Establish, update and communicate School Board policies and Standard Operating Procedures, safety and security manuals
- (9) Ability to manage funds.
- (10) Ability to make judgements regarding claims, investigations and school safety and security.
- (11) Work in conjunction with appropriate District departments in recommending safety and security equipment purchases and upgrades
- (12) Conduct and coordinate safety, security and emergency preparedness training
- (13) Conduct safety and security planning with school resource deputies (SRD), local government planners and first responders
- (14) Knowledge of the Jessica Lunsford Act as it pertains to Board employees, volunteers and vendors
- (15) Coordinate and oversee all District shelter operations. Serve as the District contact for use of facilities for emergency shelters.

#### REPORTS TO:

Superintendent

## District School Safety Coordinator *continued*

### **JOB GOAL**

Maintain 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, and emergency management.

### **SUPERVISES:**

Assigned Personnel

### **PERFORMANCE RESPONSIBILITIES:**

1. Serve as the District Safety Specialist in accordance with state statutes
2. Prepare the annual risk management and safety operating budget for submission to the School Board through the Chief Financial Officer. \*
3. Develop, review, and revise policies and procedures for compliance with State law and rules regarding Safe Schools.
4. Develop policies and procedures for the use of threat assessment teams at each school.
5. Serve as the lead liaison with DOE's Office of Safe Schools.
6. Serve as the School District liaison with local public safety agencies and national, state, and community agencies and organizations in matters of school safety and security.
7. Responsible for conducting a school security risk assessment (per F.S. 1006.1493) at each public school using the school security risk assessment developed by the Office of Safe Schools.
8. Evaluate the District's safety and security program on a continuing basis and recommend changes or draft plans as necessary.
9. Coordinates between school administrators and local law enforcement to implement preventative programs and to disseminate information.
10. Ensure timely communications concerning emergency situations are provided to the School Board, Superintendent and other key stakeholders.
11. Communicates with parents and community as needed regarding safe schools.
12. Oversee and develop procedures related to emergency planning and emergency drills per Florida Statutes.
13. Act as liaison with public safety authorities and school resource officers on all matters affecting school security.
14. Develop District protocols to ensure that all acts posing threats to school safety are properly reported to law enforcement in a timely manner.
15. Participate in training programs to increase individual skill and proficiency related to school safety and security
16. Monitor the operational budget for Safe Schools.
17. Prepare all required reports and maintain all appropriate records.
18. Maintain a close working relationship with school personnel to ensure information exchange, coordination of efforts and general support for the decision-making process in the area of school safety and security.
19. Perform regular walkthrough inspections of all district facilities to ensure adherence to and compliance with safety standards, protocols and procedures required by law.
20. Recommend and assist in the implementation of district safety programs.
21. Coordinate access to and/or use of District electronic security systems and/or software (including but not limited to security cameras, mobile alert, reunification and screening systems) needed to maintain the safety and security of staff, students and key stakeholders.
22. Monitor all emergency response/evacuation drills (fire, hurricane, tornado, active shooter/hostage situation, or other natural disaster) and maintain the records as required by the Florida Department of Education.
23. Coordinate emergency evacuation record keeping system and reporting of information to emergency service providers in the event of an emergency response episode.

## **District School Safety Coordinator** *continued*

24. Prepare and maintain school safety and emergency response plans (including but not limited to reunification plans) and coordinate review/revision at least bi-annually.
25. Distribute copies of school safety and emergency response to all school service emergency providers as necessary (but at least on an annual basis).
26. Coordinate with the Director of Plant Services on the development and revision(s) of all blueprints and diagrams for emergency response providers. Including chemical storage sites, electric and water line locations and shutoffs, gas line locations and shutoffs, door evacuation locations and numbering, first aid and fire suppression equipment locations, and locations of any other safety-related equipment used in the facility. Distribute to emergency service providers annually blueprints or diagrams with related information.
27. Coordinate district loss prevention services.
28. Provide the necessary training and resources to students and school district staff in matters relating to emergency procedures, including active shooter training; and school safety and security.
29. Implement and support school-based Student Crime Watch Programs and monitor platforms for reporting and response to student crimes.
30. Provide training for new employees in the area of safety and specific job tasks. Coordinate with the applicable administrator to ensure that annual in-service regarding safety is provided for all staff.
31. Recommend changes in safety systems and operations based on current industry knowledge and results of school safety reviews.
32. Investigate job-related safety issues and comply with insurance company recommendations regarding reduction in workforce injury rates.
33. Upon request, review and investigate job-related accidents, vehicle accidents, student accidents, and other incidents, collecting appropriate documentation to determine problem areas and provide incident reports and documentation to general counsel and/or staff. Provide assistance in developing preventative measures to reduce or eliminate potential hazards.
34. Ensure all required staff receive training on blood-borne pathogens as per regulations.
35. Assist with SREF investigations and ensure compliance with SREF regulations.
36. Perform other duties assigned by the Superintendent of Schools.

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

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

\*Essential Performance Responsibilities

**Job Description Supplement Code: 4**

**Salary Lane: Professional PAL4**