



MONONA GROVE

SCHOOL DISTRICT

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www.mononagrove.org

Position Description

Position Title:	Safety & Security Coordinator
Department / Location:	District Office
Reports to:	Deputy Superintendent
Employees Supervised:	None
Classification:	Exempt
Status:	12 month
Created / Revised:	March 2025
Board Approval	May 13, 2025

Position Summary

The primary role of this position is to provide leadership in the development and implementation of school and district safety plans and response protocols for safety and security matters. This includes proactive planning, response systems, and related training for district staff and community agencies. These responsibilities include but are not limited to the following: development of district and school safety plans; engagement with school staff to facilitate safety and security response training; ensure district compliance with local, state, and federal mandates; liaise with the local emergency and law enforcement agencies; communicate with administrators, teachers, students, and families regarding school safety issues; and maintain data related to school safety.

Essential Functions

The duties and responsibilities described are considered the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The job description is not designed to include a listing of all activities, duties, or responsibilities that are required for the job.

1. Lead district-level safety and security planning.
2. Create and maintain positive working relationships with members of the surrounding community, emergency responders, and law enforcement staff while serving as a liaison to those stakeholders.
3. Act as district liaison to the Wisconsin Department of Justice and Office of School Safety.
4. Ensure that the district is compliant with Federal and State laws and reporting requirements related to safety and security.
5. Ensure all district staff members receive training from school safety teams related to

the following safety protocols and procedures:

- a. mandatory reporting
 - b. active threat, and
 - c. safety and security response
6. Coordinate maintenance and distribution of school and district safety and security management plans in accordance with local, Federal, and State requirements.
 7. Coordinate and facilitate safety and security training for district leaders and key personnel.
 8. Oversee district and school-specific safety and security preparedness drills.
 9. Oversee district and school-based Threat Assessment Team training and operation.
 10. Prepare and administer the budget for district safety to ensure the most equitable and cost-effective utilization of resources.
 11. Recommend policies, procedures, and capital initiatives to improve safety and security.
 12. Provide periodic reports to the Superintendent and the Board of Education on school and district safety and security in addition to Federal and State reporting requirements.
 13. Maintain membership in the Wisconsin School Safety Coordinators Association.
 14. Maintain appropriate Federal Emergency Management Association (FEMA) training certifications.
 15. Perform other duties as assigned by the Deputy Superintendent.

Knowledge, Skills, and Abilities

To perform this job successfully, an individual must possess the following attributes.

Core Values and Cultural Competence:

1. Commitment to high standards, ethical principles, social justice, honesty, fairness, and treating others with dignity and respect.
2. Positively influence outcomes that directly affect children, youth, families, and school communities through the promotion of equitable educational outcomes.

Organization and Planning:

1. Organize and establish strategic priorities.
2. Develop and implement district-wide project plans.
3. Demonstrate effective organizational skills.

Communication and Interpersonal Relationships:

1. Work collaboratively with school- and district-level staff, as both a team leader and member.
2. Develop and maintain collaborative relationships with local and state agencies, particularly local law enforcement and emergency services.
3. Communicate effectively with staff, students, families, and external agencies.
4. Handle confidential matters properly.
5. Exhibit strong public relations skills.

Analysis and Reasoning:

1. Make reasonable independent judgments and decisions.
2. Work independently with minimal supervision.
3. Perform effectively under stress.

The requirements listed above are representative of the knowledge, skills, and abilities at the time of hire and for the continuation of employment.

Working Conditions

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, copiers, and filing cabinets. This job requires sufficient

mobility to access district facilities and to participate in meetings, workshops, and conferences inside and outside the district.

Physical / Mental Requirements

The physical requirements and work environment described are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform those functions.

1. This job involves exerting up to 25 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
2. This job involves sitting, standing, bending, twisting, walking, and moving about for extended periods of time.
3. Reaching, handling objects, and papers, and fine manipulation are performed frequently.
4. Verbal and auditory communication are both frequently involved.
5. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

Education and Experience

1. Bachelor's degree in a safety- or education-related field.
2. Three years experience working in an environment requiring safety and security leadership, coordination, and collaboration of safety strategies and protocols.
3. Experience in an educational environment is preferred.
4. Background in law enforcement or emergency management preferred.
5. Bilingual skills - Spanish/English preferred.

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.