



Job Title: Coordinator – School Safety and Security

Supervisor: Executive Director for Safety and Security

Terms of Employment: 246 days

Job Summary:

Assist the Executive Director for Safety and Security in monitoring, assessing, and improving school safety and security measures

Essential Duties:

1. Coordinate the school resource officer program, including budget preparation, contract development, monitoring of services, and maintenance of productive school – law enforcement relationships.
2. Coordinate the school security guard program, including budget and bid preparation, and monitoring and adjustment of services.
3. Coordinate the school and district video surveillance systems by assisting IT personnel with budget and bid preparation; monitor surveillance system deployments and report issues to Safety and Security Executive Director.
4. Coordinate hurricane shelter activities including preparation and revision of memoranda of agreement with other governmental agencies; providing shelter liaison information and training to principals; and serving as the HCS representative at the Horry County Emergency Operations Center.
5. Coordinate school and district crisis management plans, including planning simulation drills and cooperative efforts with other agencies.
6. Coordinate school screening equipment selection, procurement, purchasing, deployment, and necessary repairs.
7. Maintain current knowledge of safety and security issues and trends in the school setting, including but not limited to gang activities, bullying, illegal drugs, and crisis management.
8. Provide in-service training to school and district staff members on a wide spectrum of security and safety issues as directed.



9. Visit periodically all campuses and district buildings to assess school safety procedures, contract services, and equipment.

Other Duties:

Perform other duties as assigned by the Executive Director for Safety and Security.

Job Specifications:

Performance of this position will be evaluated in accordance with provisions of the Board's policy on the evaluation of Support Personnel.

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. Bachelor's degree in education, criminal justice, or acceptable equivalent.
2. Minimum of three (3) years of work experience in a related field.
3. Ability to work efficiently and effectively with school staff members, other agency representatives, public safety personnel, and security service vendors.
4. Computer technology skills in database management, word processing, report generation and program merging.
5. High level of communication skills, including public speaking.

Physical Requirements:

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. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds.
- Sufficiently mobile to ensure the safety of students.
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- Ability to sit and stand for extended periods of time.
- Manual dexterity for the purpose of using a telephone and data entry.
- Ability to read a computer screen and printed material with or without vision aids.



- Ability to hear and understand speech at normal levels and on the telephone; and
- Ability to speak in audible tones so that others may understand clearly in person and on the telephone.

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. Duties are normally performed in a school/classroom environment. Duties may be conducted in work-related community settings and/or occasionally performed on study trips away from the school.

Pay Grade: 210

Please click [here](#) for salary scales.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.

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