



Job Title: Program Specialist - School Safety II

Supervisor: Executive Director of School Safety and Security

Terms of Employment: 246 days

Job Summary:

Assist the department of School Safety and Security in monitoring, assessing, and ensuring school safety and security measures as well as emergency management operations.

Essential Duties:

1. Coordinate with public safety organizations and stakeholders to ensure HCS readiness and response objectives are met.
2. Primary responder for campuses located in Zone A during a critical incident.
3. Coordinate with other HCS departments and school administrators to implement and validate district protocols related to site safety.
4. Coordinate emergency shelter activities including preparation of memoranda of agreements with external partners; maintaining shelter plans and providing guidance to HCS staff. Serves as the HCS representative at the Horry County Emergency Operations Center, if needed.
5. Oversight responsibilities regarding campus crisis management plans, including planning and validation of emergency drills.
6. Analyze campus environments and school operations relative to school safety as well as generate and/or review related reports.
7. Maintain current knowledge of safety and security issues and trends in school settings, including but not limited to, crime, bullying, contraband, and crisis management.
8. Provide in-service training to school and district staff members across a wide spectrum of safety protocols and practices.
9. Periodically visit campuses and district buildings to evaluate and ensure that school safety procedures, contract services, and equipment are compliant with district policies and expectations.
10. Assist with research, development, and implementation of protocols associated with school safety.
11. Attend staff development opportunities that pertain to school safety and security.



12. Maintain a proficient understanding pertaining to the duties of other safety and security department personnel for continuity and sustainability purposes
13. Assist with emergency management duties pertaining to the District Office.
14. Maintain proficient knowledge of government regulations and statutes that pertain to public education and privacy interests.

Other Duties:

Perform other duties as assigned by the Executive Director of School Safety and Security or the Superintendent of Horry County Schools.

Job Specifications:

Performance of this position will be evaluated in accordance with provisions of the Board's policy on the Evaluation of Professional Personnel

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. Bachelor's degree in education, criminal justice, or public safety. An equivalent Bachelor's degree may be acceptable
2. Minimum of five (5) years of work experience in a related field.
3. Completion, or the ability to complete within 6 months of hiring, the following emergency management courses hosted by FEMA: IS-100, IS-200, IS-300, IS-362A, IS-400, and IS-700.
4. Preference may be given to professional certifications related to safety, security or emergency management.
5. Ability to work efficiently and effectively with school staff members, other agency representatives, public safety personnel, and external vendors.
6. Computer technology skills in database management, word processing, report generation and program merging.
7. Superior communication skills regarding writing, public speaking and delivery of effective customer service.

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;
- 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;
- Ability to climb ladders
- Manual dexterity for the purpose of using a telephone and data entry;
- Read a computer screen and printed material with or without vision aids;
- Hear and understand speech at normal levels and on the telephone; and
- 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.

- Proactively identify solutions that validate or enhance campus safety and security measures.
- Able to work in highly dynamic environments for extended periods of time during emergency operations.
- Available to address time sensitive matters after regular office hours to include internal and external communications as necessary.
- Effectively communicate with HCS staff and stakeholders regarding district operations pertaining to safety and security.
- Address confidential or highly sensitive situations with utmost discretion in a timely manner.

Pay Grade: 204

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.