

## **Job Title**

School Safety, Transportation & Facility Scheduling Coordinator

## **Reports To**

Superintendent or Designee

## **Classification**

This position is a non-supervisory, non-certificated Act 93 level 2 role and does not carry independent hiring, disciplinary, or budget authority.

## **Position Summary**

This position coordinates and monitors assigned operational areas but does not independently establish district policy, supervise personnel, negotiate contracts, or control budgets unless specifically delegated by the Superintendent or designee.

The School Safety, Transportation, and Facility Scheduling Coordinator serves as the district's PDE-required School Safety Coordinator and provides district-wide coordination and oversight of student transportation services, facility scheduling, and fleet operations. This position ensures compliance with Pennsylvania Department of Education (PDE) mandates, promotes safe and efficient transportation operations, and coordinates effective use and management of district facilities. The Coordinator acts as a central point of contact for safety, logistics, and operational planning in collaboration with district leadership and community partners.

The School Safety, Transportation, and Facilities Coordinator may also serve in a dual-capacity role as the district's PDE-required School Safety Coordinator and an Act 67–certified Armed School Security Officer. This role is optional, contingent on district need and individual qualifications.

## **Essential Duties and Responsibilities**

### **I. School Safety Coordination (PDE required position)**

- Serve as the district's official PDE-designated School Safety Coordinator in accordance with Act 44 of 2018.
- Monitor compliance with all PDE school safety mandates, reporting requirements, and timelines.
- Coordinate the development, annual review, secure maintenance, and submission of the District Comprehensive School Safety Plan and building-level Emergency Management Plans.

- Coordinate school emergency preparedness planning for active threats, fire, severe weather, environmental, and medical emergencies, including lockdown, evacuation, shelter-in-place, and reunification procedures.
- Serve as liaison to ensure alignment of district safety planning with PEMA, county emergency management agencies, and local emergency responders.
- Serve as the district point of contact for any outside SRO contracted with the district.
- Visibility in all areas of the district on a daily basis

## **II. Threat Assessment, Prevention & Crisis Response**

- Coordinates District Threat Assessment Team meetings as required by district policy or incident response needs.
- Support building administrators with threat identification, assessment documentation, response planning, and follow-up.
- Assists in coordinating crisis response support during and following critical incidents in collaboration with district administration.
- Conduct post-incident reviews and assist in recommending corrective or preventative actions.
- Maintain and inventory reunification supplies and reunification boxes.
- Coordinate access, inventory, and compliance for all in-house and county radios.

## **III. Training, Drills & Interagency Coordination**

- Assist in coordinating and/or providing required Act 44 school safety training for district staff.
- Plan, coordinate, and document emergency drills and tabletop or functional exercises.
- Coordinate ALICE or other district-approved safety program training and documentation.
- Serve as the district's primary safety liaison with local law enforcement, fire and EMS agencies, and emergency management officials.
- Support joint training exercises and emergency preparedness activities.
- Coordinate Raptor system usage and compliance.
- Chair and facilitate the District Safety/Security Committee and coordinate follow-up actions with appropriate administrators.

## **IV. Transportation Coordination**

- In collaboration with the Business Administrator, oversee and monitor district student transportation services in compliance with PDE and PennDOT regulations.
- Serve as the primary liaison between the district and:
  - Contracted transportation providers and/or district transportation staff
  - Bus drivers, dispatchers, and transportation officials
  - Parents, community members, students
- Coordinate bus routes, schedules, and student assignments to ensure safe and efficient transportation.
- Assist with development and implementation of transportation safety protocols, including:

- Emergency evacuation procedures
- Student behavior and discipline procedures
- Driver safety training and compliance
- Investigate transportation-related incidents, accidents, or complaints and recommend corrective actions.
- In collaboration with the Business Administrator, ensure proper documentation, reporting, and communication regarding transportation operations.
- Serve as the primary contact for the bus radio

## **V. Facility Scheduling / Coordination**

- Coordinate district-wide facility usage and scheduling, including school buildings, athletic facilities, cafeterias, auditoriums, and common spaces.
- Serve as the primary scheduling and coordination contact for internal district activities and approved external community use of facilities.
- Ensure facility usage aligns with district policies, safety plans, and security protocols.
- Facilitate access control, supervision needs, and security arrangements for after-hours and community events.
- Coordinate with the district's security system vendor for badge creation, access permissions, and system compliance.
- Maintain facility calendars and documentation in SchoolDude.
- Assist with facility safety inspections, security assessments, and compliance monitoring.
- Serve as a coordination point for safety-related notifications, including fire alarms, security alarms, and daytime or after-hours alerts.
- In collaboration with the assigned administrators, assist in managing 24/7 notifications (milestone, fire alarm, security alarm, daytime alarm)

## **VI. District Fleet Coordination**

- Coordinate scheduling, documentation, insurance compliance, and policy adherence for all district-owned vehicles.
- Maintain fleet usage calendars and records.
- Assist with reporting and documentation related to vehicle incidents or insurance claims.
- Manage & monitor the district's approved driver list.
- Coordinate maintenance scheduling and documentation for all district-owned vehicles in collaboration with assigned supervisors or vendors.

## **VII. Operations & Safety Coordination**

- Collaborate with maintenance, custodial, and grounds supervisors to support safe and secure facilities.
- Assist in coordinating building access procedures, safety-related emergency repairs, and safety audits or vulnerability assessments.
- Assist in identifying and recommending improvements to physical security measures, including visitor management systems, surveillance systems, lighting, and access controls.

- Coordinate the scheduling, deployment, and documentation of district-approved security and police services under the direction of the Superintendent or designee.
- Coordinate the scheduling, deployment, and documentation of district-approved metal detectors under the direction of the Superintendent or designee.

## **VIII. Communication, Documentation & Reporting**

- Maintain accurate and secure records related to school safety plans and drills, facility scheduling and usage, and district fleet documentation.
- Prepare reports and documentation for the Superintendent, School Board, PDE, and other regulatory agencies as required.
- Assist with communication to staff, families, and community stakeholders regarding school safety, facility use, and fleet policies.

## **Required Qualifications**

### **Education**

- Bachelor's degree required; relevant experience in may be accepted in lieu of degree. (Education, Emergency Management, Criminal Justice, Public Administration, Facilities Management, Law Enforcement, Military, or Operations related field experience preferred)

### **Certification / Requirements**

- Mandatory
  - Must meet or be willing to obtain PDE requirements for School Safety Coordinator
  - Ability to complete required PDE and Act 44 training
  - Ability to lift up to 40 pounds.
  - Valid Pennsylvania background checks and child abuse clearances
  - Valid PA Drivers License
- Optional; Mandatory for a dual capacity role
  - Act 67 Certification (School Security Officer – Armed) required or ability to obtain prior to assignment
  - Successful completion of Act 67 firearms training, psychological evaluation, and background requirements
  - Valid Pennsylvania License to Carry Firearms (LTCF)
  - Ability to complete ongoing firearms qualification and recertification

### **Experience**

- Experience in one or more of the following preferred:
  - School safety or administration
  - Transportation coordination or fleet operations

- Facilities management or operations
- Emergency management, law enforcement, military
- Experience in a K–12 public school environment strongly preferred

## **Knowledge, Skills, and Abilities**

- Knowledge of PA school safety laws, Act 44, PDE guidelines
- Understanding of PA student transportation regulations and safety practices
- Familiarity with facility scheduling systems and operational logistics
- Strong organizational, communication, and coordination skills
- Ability to manage multiple operational areas simultaneously
- Ability to maintain confidentiality and exercise sound judgment
- Proficiency with technology, documentation, and reporting systems

## **Physical & Work Environment Requirements**

- Ability to travel between district buildings and sites
- Availability outside of regular work hours as needed for emergencies or special events
- Ability to stand, walk, and respond quickly during security incidents
- Ability to safely carry and deploy authorized security equipment; if needed
- Ability to respond promptly to urgent safety, transportation, or facility coordination issues
- Availability for 24/7 emergency notifications

## **Terms of Employment**

- Salary and benefits as determined by Board of Education
- Position subject to annual performance evaluation by Superintendent or designee.