

District Safety Coordinator - Duties

Responsible for:

1. Supervising school security staff.
2. Reviewing the policies and procedures related to school safety and security regarding compliance with Federal and State laws regarding school safety and security.
3. Coordinating professional development, training, and resources for students and school staff in matters relating to situational awareness, trauma-informed education awareness, behavioral health awareness, suicide and bullying awareness, substance abuse awareness, and emergency procedures and training drills, including fire, natural disaster, active shooter, hostage situation and bomb threat.
4. Reviewing, maintaining, and updating the District Emergency Operations Plan, Crisis Response Plan, and Crisis Recovery Plan to ensure compliance with applicable laws, regulations, and best practices.
5. Coordinating school safety and security assessments.
6. Reviewing District emergency procedures and training drills, including fire, natural disaster, active shooter, hostage situation, and bomb threat.
7. Collecting, compiling, and coordinating the submission of the District's annual Pennsylvania Safe Schools Report in accordance with state requirements.
8. Serving as administrative facilitator of the District Safety Committee.
9. Serving as the liaison to law enforcement, and other organizations on matters of school safety and security.
10. Presenting annually to board of school directors regarding District's current safety and security practices and identifying strategies to enhance school safety and security.
11. Coordinating a tour of District buildings and grounds biennially or when a building is first occupied or reconfigured with the law enforcement agencies and first responders that are primarily responsible for protecting and securing the District.
12. Serving as the coordinator for District response to health threats.

13. Monitoring District and Charter School attendance procedures and providing support for school-based attendance officers.
14. Acting as liaison for Child Abuse reporting, substance use and abuse prevention.
15. Coordinating and leading District responses to reports submitted through the Safe2Say Something program, ensuring timely investigation, documentation, communication, and follow-up.
16. Providing administrative and operational support for District-related emergency 911 calls and emergency response coordination.
17. Providing leadership, guidance, and oversight for District threat assessment teams to ensure consistent implementation of established protocols and procedures, as well as conducting required training programs.
18. Developing, updating, and coordinating the renewal of biannual Memoranda of Understanding (MOUs) with the Tredyffrin Township and Easttown Township Police Departments.
19. Coordinating the administration, analysis, and dissemination of Pennsylvania Youth Survey results to support District planning, prevention, and student wellness initiatives. Serving as the District lead for suspicious stranger reports and stay-away notices, and coordinating investigations, communications, documentation, and follow-up actions with appropriate stakeholders.
20. Collaborating with school administrators, law enforcement agencies, emergency responders, and community partners to strengthen District-wide school safety, emergency preparedness, and crisis response efforts.
21. Performing such other duties and responsibilities as assigned by the Superintendent.

Reports to Superintendent of Schools

Adopted: September 3, 2019
Revised: August 31, 2021
Revised: September 2, 2025
Revised: September 15, 2026