

Jordan School District
EDUCATION SUPPORT PROFESSIONAL JOB DESCRIPTION

Job Title:	School Safety Coordinator (W96)	Job Family:	08
Department:	Student Services	Lane Placement:	15
Supervisor's Title:	Director of Student Services	Contract:	245 Days
FLSA Classification:	<u>Non-Exempt</u>	Hours per Day:	8
Original date:	<u>06/23</u>	Revised:	<u> </u>
		Revised:	<u> </u>

GENERAL FUNCTION

Under the direction of the Student Services Director, the **School Safety Coordinator** is responsible for developing, planning, scheduling and overseeing school safety efforts. The incumbent will work collaboratively within Student Services, schools, District departments and public safety entities to increase school safety practices and accountability. This includes (but not limited to); maintain and submit all required reporting; use technology to understand, monitor and address issues; develop and maintain safety accountability measures; develop and implement training and provide support to schools and staff using a relationship-driven/data-informed approach. Will create, maintain and use data to increase program efficacy for student and school safety.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Manage and certify assurances of school safety requirements, measures and procedures in both District policy and state law. Responsible for all required reporting related to school safety.
- Ensures District and school staff compliance with school emergency procedures (e.g., Standard Response Protocol, Incident Command, etc.).
- Conduct regular in-service and professional development safety trainings for District and school administrators, staff, campus monitors and school resource officers.
- Develop, maintain and disseminate relevant school safety requirements and information.
- Communicate collaboratively with school administration and school-based safety specialists for best practices, compliance and accountability.
- Assist with and participate in District and school prevention efforts.
- Oversee, implement, facilitate and assist with District/school threat-assessment efforts.
- Establish and maintain good working relationships with state, county and municipalities within the District. Responsible to establish and maintain good working relationships with school and District personnel, patrons, contractors, consultants and suppliers.
- Assess school safety efforts using multiple sources of data to develop and work with schools to support increased safety measures, accountability and documentation.
- Coordinate with school resource officers and public safety departments.
- Develop and maintain school resource officer Memorandums of Understanding (MOU) with local law enforcement agencies and governments.
- Assist with illegal substance, tobacco, alcohol and vaping prevention efforts.
- Develop and provide quarterly and annual reports regarding school safety, threat assessments and incident command to the Board.
- Coordinate and oversee school safe walking routes.
- Create a clean and organized environment that is conducive to a professional environment.
- Is responsible for understanding and adhering to all laws and District policies and completing the annual crucial policy review.
- Maintain records and required information in a secure location. Maintain confidentiality of all student information.
- Maintain professional competence through in-service education activities required by the District and State, as well as self-selected professional growth activities.
- Represent the District in a professional, ethical and positive manner.
- Must be able to provide their own transportation as the position requires travel using their own transportation to school and District sites.
- This position requires punctual and regular daily attendance at work location.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires a Bachelor's degree in public safety or related field PLUS six (6) years of public safety, budget management, facility maintenance or other job related work experience with demonstrated competence, or an equivalent combination of education and experience.
- Preference given to those with a Master's Degree in Public Safety, Risk Management or an education related field.
- Requires a minimum of two (2) years supervisory experience with demonstrated competence.
- Requires experience working with community safety agencies.
- Must have excellent communication both oral and written, and interpersonal skills working with school personnel, and patrons of the District.
- Requires ability to plan, coordinate and manage specific projects related to school safety. Requires demonstrated experience managing and tracking budgets.
- Requires thorough knowledge of Federal, State, local and District regulations regarding school safety protocols and procedures.
- Requires ability to handle emergency situations and make quick decisions to resolve unique problems in the best interest of the District.
- Must be a team player. The qualified candidate will work with other staff members to draw upon their mutual knowledge and experience to address issues.
- Must be self-motivated and proactive in completing tasks with minimal direction.
- Must be able to work under pressure of time constraints and deadlines.
- Requires monitoring and training adults in programs and procedures.
- Able to perform multi-task operations with high levels of self-monitoring. Is a self-initiated learner.
- Must demonstrate professionalism at all times.
- Proficient in the use of all Microsoft Office/Google Suite applications.
- Must be able to provide their own transportation as the position requires travel using their own transportation to school and District sites.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment, including computer, phone, copier, fax, etc.
- Ladders, hand tools or other tools as needed.

Physical Requirements – Not limited to the following:

- While performing the duties of this job, the employee is regularly required to speak and/or hear. The employee is occasionally required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The employee is occasionally required to use hands to handle or feel. May be required to climb or balance.
- Visual abilities to see and supervise.

- Frequent sitting (up to 8 hours continuously).
- Occasional standing, stooping, bending, kneeling, awkward carrying up to 15 pounds and climbing ladders.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*