

SAFETY/SECURITY COORDINATOR – DISTRICT WIDEJob Summary

Under the direction of a District Administrator or designee in handling safety issues concerning students within the framework of school and District policy, procedures, and practices. Create and maintain Board policies and Administrative regulations in regards to safety plans that meet local, state, and federal guidelines including field trips and activities off campus. Coordination of school district safety programs including site-based emergency response programs and coordination of staff trainings and drills. Safety Coordinator is also responsible for coordination of school crisis response programs with the community and emergency service providers.

Qualifications

Required:

- High School diploma or equivalent
- Two years' experience working with students
- CPR and First Aid Certificates
- Valid California Driver's License
- Flexible with working hours as needed

Desirable:

- Safety and/or Security Officer Certificate
- A.L.I.C.E Training
- Canine training and experience
- 60 plus College Units or AA degree or higher
- Bilingual (Spanish/English)

Essential functions of this position, which may change or evolve in the future, are, but not limited to, the following:

1. Review, implement, and monitor emergency procedures
2. Respond to identified safety and security needs on a timely basis
3. Facilitate, review and revision of emergency safety communication and District/Site plans annually
4. Facilitate safety meetings with district personnel including, but not limited to, coordinating with KCOE Workman's Compensation
5. Work with MOT Director on Williams Review and Facility Safety Monitoring
6. Coordinate and supervise security services for events with collaboration of the School Resource Officer (SRO), contracted security services and district staff.
7. Coordinate emergency response programs between the schools and general community
8. Coordinate annual CPR training for all staff mandated to obtain certification
9. Coordinate employee training for all OSHA required areas.
10. Perform and/or coordinate yearly training in emergency response for all district employees with collaboration of outside services as needed.
11. Oversees all CUSD Safety Supervisors
12. Collaborate on policy and procedure development for school district
13. Participate and make necessary notifications to parents and other concerned parties regarding student violations as directed by Administration
14. Make home visits regarding investigations, attendance problems, truancy, and other matters of concern
15. Transport students home as necessary
16. Assist Site Administration in campus supervision to include:
 - Monitor gang activity and graffiti
 - Detain students under the influence and/or in possession of illegal substances and paraphernalia
 - Administer sobriety tests and conduct searches that may involve canine
 - Assists students with problems and concerns, making referrals where necessary
 - Monitor parking lots
 - Escort intruders from the campus
17. Respond to calls off campus and retrieve students from nearby areas and businesses as needed
18. Respond to and investigate 'party' calls at local residences

SAFETY/SECURITY COORDINATOR – DISTRICT WIDE

19. Conduct preliminary investigations involving fights, disputes or matters of potential trouble; also thefts, vandalism, and other violations of the discipline policy
20. As needed monitor loading and unloading of school busses and respond to assistance calls by drivers; restore order, gather information, remove problem students, etc.
21. District liaison for law enforcement and security personnel concerning students and assist as needed
22. Assist in explaining school rules and policies to new students
23. Keep accurate records
24. Investigate job related safety issues and comply with insurance company recommendations regarding reduction in workforce injury rates.
25. Attend safety and security trainings on annual basis
26. Complete miscellaneous tasks as required by Administration
27. Performs other duties as assigned.

Knowledge and Ability

1. Ability to relate well with staff, students, parents and community
2. Ability to handle confidential information in a professional manner
3. Ability to work with internal/external canine detection program
4. Ability to use office equipment and computers
5. Knowledge in correct English, spelling, grammar and punctuation
6. Ability to learn and apply applicable procedures, rules, and regulations
7. Ability to functionally coordinate service provisions between schools and emergency service providers
8. Ability to make decisions necessary to execute those functions delegated by Administration
9. Knowledge and ability to operate still and video cameras to record evidence
10. Ability to assume responsibility, display initiative, and exercise good judgement

Physical Requirements of this position are, but not limited to, the following:

1. Mental acuity to interpret and follow rules relating to the position, make decisions using sound judgment, and evaluate results
2. Facility to sit at a desk, conference table, or in meeting rooms of various configurations for extended periods of time
3. Facility to see and read, with or without vision aids, a computer screen, laws, codes, rules and policies, and other printed matter
4. Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone
5. Manual dexterity to operate a telephone and enter data into a computer
6. Facility to speak in audible tones so that others may understand clearly in normal conversations, in meetings, and on the telephone
7. Physical ability to lift, bend, stoop, and to reach overhead
8. Facility and physical ability to meet the multiple demands from several people and at times come into contact with dissatisfied or abusive individuals
9. Facility to meet deadlines with severe time constraints, interact with the public and other workers

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.