

Safety Coordinator

Pemiscot County Special School District

Job Title: Safety Coordinator
Department: Administration
Reports to: Superintendent
Classification: Exempt or Non-Exempt (*This is either exempt or non-exempt and is determined in accordance with the Fair Labor Standards Act. Remember, what the person does, not their title determines exempt status.*) This status will be directly related to assigned personnel. If certified personnel then Exempt if classified then Non-Exempt.

Summary

To assist in providing a safe and secure environment for students, visitors, parents and staff in the district and supervise and train staff as necessary. This job involves the administration, implementation, and organization of the school safety plan. Responsible to making certain all staff know their roles in case of emergency. Responsible for making certain training for staff and students is provided to address emergency situations as outlined in the campus wide School Safety (Crisis Intervention Plan).

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Duties and Responsibilities

Responsible for the implementation of the campus wide School Safety Plan (Crisis Intervention Plan).

Responsible for keeping the campus wide School Safety Plan (Crisis Intervention Plan) current.

Responsible for coordinating and organizing the staff and student training as necessary for implementation of the campus wide School Safety Plan (Crisis Intervention Plan).

Must attend annual School Safety Training and then amend campus wide School Safety Plan as required.

Acquire and distribute campus wide School Safety Plan supplies.

Responsible for the purchase and maintenance of the campus wide School Safety Plan supplies (required plan for an emergency of a minimum of three days food, water, first aid kits, lights, shelter, and individual classroom emergency kits)

Conduct random checks of campuses including: Buildings, Parking Lots, and Vehicles to insure school safety

Document and file incident reports to appropriate offices

Assess vehicular parking and traffic problems within the school district and recommend changes

Monitor traffic around the school district; Enforce and Resolve traffic violations and parking issues

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Insure that procedures are updated and in place for the appropriate drills. (Fire, Tornado, Armed Intruder, Etc.)

Respond to reports regarding violent situations

Responsible for annual School Safety Training for central campus students and staff.

Assist in maintaining safe and secure environment on central campus.

Assist administration in the daily operations of ensuring a safe school environment

Prepare and oversee Safety and Security budget

Oversee all Safety and Security equipment and maintenance of them

Prepare annual stats for District Office

Any other duty as assigned.

Additional Responsibilities and Required Skills:

- 1) Ability to organize, prepare and maintain necessary State and Local reports
- 2) Knowledge of local ordinances and state statues
- 3) Knowledge of laws pertaining to search and seizure
- 4) Ability to work with the students and general public
- 5) Ability to work with and communicate with local law enforcement agencies
- 6) Train and supervise School Resource Officers
- 7) Plan and implement School Safety and Security Budget
- 8) Possess basic computer word processing, spreadsheet and research skills
- 9) Ability to access and create reports using the district's software
- 10) Ability to work well under pressure.

Supervisory Duties

The Safety Coordinator has supervisory responsibility over custodians and maintenance personnel as it relates to the implementation of the campus wide School Safety Plan.

Qualifications

Education

Administration Degree preferred

Five years experience in custodial/maintenance supervision preferred.

(At discretion of the Superintendent this may be assigned to classified personnel who possess the knowledge and skills necessary for the job performance.)

Certificates, Licenses, Registrations

Safety Training

Advanced Safety Training

Skills and Abilities

Language

The individual who holds this position must have the ability to:

Read and interpret documents such as safety rules, training manuals, and instructions

Communicate direction and instruction to staff members

Prepare written reports

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Speak one on one and in small groups

Computation

Ability to do basic mathematic calculations and apply concepts such as fractions, percentages, ratios and proportions to practical situations

Reasoning

Ability to interpret a variety of instructions furnished in written, oral, diagram or scheduled form.

Technology

This position requires skills in the use of computers and hand-held devices such as PDAs and phones, including the use of spreadsheets, databases and inventory management software.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Demands

The individual who holds this position:

Is regularly required to walk, hear and speak.

Must have close moderate and distance vision ability

Must be able to travel around the central campus district facilities

Must be able to communicate in noisy environments

Requires medium to high levels of sitting, standing, walking, squatting, lifting, bending, twisting, and kneeling; requires manual dexterity sufficient to operate essential job related equipment such as vehicles and other specialized equipment; must be sighted, hearing and mobile to such a degree as not to compromise safety rules or the safety of self and others while working;

Attendance

Consistent and regular attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The range involves regular, normal office conditions to possible natural disaster conditions or crisis intervention conditions. Calm to chaotic environment, quiet to loud noise level, cooperative to combative situations possible.

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The individual who occupies this position will regularly be required to work outside, inside occasionally in inclement weather including rain, snow and temperatures below freezing or in excess of 100 degrees-as regularly scheduled campus wide facilities are reviewed.

The information contained in this job description is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.