

TITLE: COORDINATOR (School Safety/Transportation)**FLSA:EXEMPT****QUALIFICATIONS:**

1. Certification from the Florida Department of Law Enforcement (FDLE) and Division of Criminal Justice Standards and Training Commission (CJSTC) or acceptable alternative.
2. Certification in school safety specialist training (within one year of hire date).
3. A minimum of three years training and experience in security, law enforcement and/or investigative work both in leadership and team member role.
4. Bachelor's Degree or higher in a related area, or acceptable law enforcement experience.
5. Must have a current driver license and meet criteria to be deputized by the sheriff's office.
6. Be qualified to carry a firearm on school campuses and district properties.
7. Such additional or alternative qualifications to the above as the Board may find appropriate and acceptable.

REPORT TO: Assistant Superintendent**JOB GOAL:**

Responsible for the supervision and oversight for all school safety and security personnel, transportation, policies, reporting, and procedures in the school district. Must have good communication skills, regular in work attendance, and present a positive image to the public.

PERFORMANCE RESPONSIBILITIES:*** Essential Performance Responsibilities**

- * 1. Review policies and procedures for compliance with state law and rules with emphasis on safety areas.
- * 2. Provide the necessary training and resources to students and school district staff in matters relating to youth mental health awareness and assistance; emergency procedures, including active shooter training, and school safety and security.
- * 3. Serve as the school district liaison with local public safety agencies and national, state, and community agencies and organizations in matters of school safety and security.
- * 4. Conduct a school security risk assessment in accordance with s.1006.1493 at each public school using the school security risk assessment tool developed by the Office of Safe Schools or any future requirement.
- * 5. Provide recommendations annually to the School Board which identify strategies and activities that the School Board should implement in order to improve school safety and security. Report recommendations/actions taken by School Board to the Office of Safe Schools within 30 days after district school board meeting and meet all requirements of law.
- * 6. Coordinate with the appropriate public safety agencies, as defined in s.365.171, that are designated as first responders to a school's campus to conduct a tour of such campus once every three (3) years and provide recommendations related to school safety. Such recommendations by the public safety agencies must be considered as part of the recommendations by the school safety specialist to the School Board. Meet any other legal requirements that may be added by law or policy.
- * 7. Must qualify for and carry a firearm to help prevent or abate an active assailant incident on school district premises, in conjunction with law enforcement.
- * 8. Oversee and monitor the Threat Assessment Teams on each campus.
- * 9. Annually monitor the CIRT box on each campus to ensure it is up to date.
- * 10. Complete state and local reporting requirements and keep abreast of pertinent legislative or other requirements.
- * 11. Attend all board meetings and workshops, or occasional community events as needed.
- * 12. Monitor security camera systems daily and immediately report malfunctions for repair.
- * 13. Be visible on school campuses and other district sites and may be asked to occasionally cover particular school campuses.
- * 14. Coordinates with law enforcement agencies in the provision of School Resource Officers throughout the school district.
- * 15. Serve as the district contact for SRO's, secure contracts for recommendation by the superintendent to the board after board attorney review.
- * 16. Supervise and administer the Transportation Department operations and provide feedback and evaluation for the transportation chief.
- * 17. Work with Risk Management as necessary including the completion and delivery of official reports necessary for claims associated with vandalism and/or accidents that may result in liability claims against the district.
- * 18. Facilitate District shelter operations and work closely with facilities to insure readiness of shelter sites.
- * 19. Assist with public presentations and serve on various committees as needed.
- * 20. Perform such other duties as the superintendent or supervisor may assign.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear. The employee must regularly lift and/or move up to 25-50 pounds and frequently lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Noise level in the work environment is usually moderate to loud. Continual standing and/or walking is required to carry out duties. Occasional walking at a fast pace and/or running may be required.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.