

# SCHOOL DISTRICT OF LEVY COUNTY

## JOB DESCRIPTION

### COORDINATOR OF SCHOOL SAFETY

#### QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in educational leadership or Certification as Principal.
- (3) Minimum of five (5) years successful teaching experience.
- (4) Minimum of five (5) years administrative experience.
- (5) Must earn certification as School Safety Specialist within one (1) year after appointment.
- (6) Knowledge of school safety and law enforcement policies and procedures, crime prevention, investigations, life safety programs and emergency management operations.
- (7) Years of experience in certified law enforcement or military experience may be used in lieu of 1-4.
- (8) Meet or fulfill requirements to be a School Guardian.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the Levy County Schools, leadership teams, School Board Policies and Procedures related to all aspects of assigned job. Demonstrated skills in collaboration with multi-teams. Ability to plan, organize and prioritize. Strong observation skills. Advanced oral and written communication.

#### REPORTS TO:

Assistant Superintendent

#### JOB GOAL

To coordinate all phases of school safety and security for staff and students.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- (1) Develop, review, and revise policies and procedures for compliance with State law and rules regarding Safe Schools. (FSSAT Requirements)
- (2) Develop policies and procedures for the establishment of threat assessment teams at each school. (FSSAT Requirements)
- (3) Serve as the lead liaison with D.O.E. Director of Office of Safe Schools.
- (4) 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.
- (5) Responsible for conducting a school security risk assessment (per F.S. 1006.1493) at each public school using the school security risk assessment developed by the Office of State Schools.
- (6) Coordinates between school administrators and local law enforcement to implement preventive programs and to disseminate information.
- (7) Communicates with parents and community regarding safe schools.
- (8) Serve as the District contact for drop-out prevention, including truancy.
- (9) Serve as the District contact for the prevention of bullying.
- (10) Oversee procedures related to emergency planning and emergency drills.
- (11) Serve as the District contact for Character Education.

**COORDINATOR, OF SCHOOL SAFETY (Continued)**

- (12) Monitor the operational budget for Safe Schools.
- (13) Prepare all required reports and maintain all appropriate records.
- (14) Serve as District liaison for Juvenile Justice.
- (15) Maintain a close working relationship with school personnel to ensure information exchange, coordination of efforts and general support for the decision-making process in the area of school safety and security.
- (16) Use effective, positive interpersonal communication skills.
- (17) Other duties assigned by the immediate administrator or supervisor.
- (18) Oversee procedures related to Threat Assessment meetings.
- (19) Responsible for training Youth Mental Health First Aid trainers to meet the Safe School requirement for all school board employees to be trained.
- (20) Assist the Student Services Department in training all county middle/high schools regarding the prevention of bullying.
- (21) Be knowledgeable and assist with district compliance with the state's Jessica Lunsford Act as it pertains to school board employees, volunteers, and vendors.
- (22) Work with administrators, faculty, staff and students at each school to ensure proper security safety measures are implemented as related to students, employees, facilities, and property.
- (23) Provide 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 security.
- (24) Ability to work in a constant state of alertness and safe manner.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan, index 0.9401. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**Job Description Supplement Code 3**

**Lane C SAF**

**Salary Index 0.9401 of the Administrative Salary Schedule**

**DOE Job Code 72008**

**Board Approval ~~05/08/2018~~ Revised 03/24/2020**