

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.

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.
- (2) Develop policies and procedures for the establishment of threat assessment teams at each school.
- (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.
- (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.

COORDINATOR, OF SCHOOL SAFETY (Continued)

- (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) 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 _____ 2018