

Job Description – Safety Coordinator

Primary Function: Under the direction of the Director of Facilities and Construction, and in coordination with the Executive Director of Technology and Information Systems Services, plans, coordinates, implements, and manages the District's safety processes and security systems portfolio. Oversees the District safety and security program and coordinates emergency operations response plan.

Responsibilities/Duties:

Safety Program Management

- Oversees compliance in areas of health and safety for students, employees and visitors
- Coordinates district emergency operating plan
- Develops and maintains district, campus and department emergency plans and safety manuals
- Collaboratively supports the District's emergency response coordination
- Acts as a first responder in emergencies and crisis situations
- Works cooperatively with district staff to recommend proper safety equipment or procedures needed to provide a hazard-free workplace
- Conducts safety meetings and safety training for all employees
- Performs facilities inspections, including district buildings and playgrounds
- Monitors safety and security issues, creating work orders with the District work order software to resolve problems district-wide
- Coordinates the selection and purchase of safety supplies, materials and training from outside source as needed
- Coordinates with district locksmith for repair services and provide guidance on key control procedures

Technical

- Oversees the planning, management and coordination of access control & video monitoring systems and related operations
- Maintains district-wide door facilities access schedules and campus door access schedules, vacation schedules and other schedules related to the automated opening or securing of access doors
- Defines and develops operational priorities, standards, policies, and implementation plans for access control and video monitoring projects
- Researches and evaluates emerging access control and video monitoring technology such as new hardware, software and management tools relating to access control, facilities, access card and key control, security, and campus one-card programs
- Oversees day to day management of existing safety and security installations and visitor management systems
- Manages procurement of access cards and access card printers as needed
- Maintains an inventory control database for access cards that are issued
- Validates video retention policies and procedures

- Coordinates with district Sr. Network Engineer for installation, repair and procedures on safety, security and visitor management systems

Operations

- Effectively communicates and coordinates with internal and external stakeholders to ensure all parties are well-informed and proper review and approval is received
- Develops and implements sound procedures and strategies to improve program effectiveness
- Compiles, maintains, and files all physical and computerized reports, records and other documents required
- Complies with policies established by federal and state law, State Board of Education rules and local board policy

Other

- Demonstrates behavior that is professional, ethical and responsible
- Serves as a role model for all district staff
- Participates in approved professional development opportunities
- Performs other duties as assigned

Knowledge and Abilities:

Knowledge of:

- Management of safety programs, especially maintaining a safe environment in a school setting
- Security and law enforcement practices
- Electronic security solutions and equipment including: magnetic locks, electric strikes, electrified handle sets, electric hinges, access card readers, motion sensors, request to exit (REX) buttons, power supplies, wireless controllers/readers, door controllers, cameras and low-voltage wiring
- Basic blueprints, schematics, manuals, wiring diagrams, and other specifications procedures
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer and assigned software

Ability to:

- Make decisions that have a significant impact under stressful situations
- Analyze and interpret problems assigned and present results with clarity and precision
- Conduct on site safety inspections of all district facilities
- Effectively communicate and conduct training classes, exemplify interpersonal skills
- Utilize strong organizational skills
- Demonstrated proficiency in English grammar, usage, and writing
- Demonstrated ability in prioritizing and completing tasks on an ongoing basis
- Work independently with little direction
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Maintain regular and consistent attendance
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Plan and organize work

Education/Licenses/Experience: Bachelor's degree. Training in school safety and crisis planning. Five years experience in safety and security management or related field. Any combination of education and experience, however acquired.

Working Conditions:

Mental Demands: Work with frequent interruptions; maintain emotional control under stress.

Physical Demands/Environmental Factors: Frequent walking, standing, bending/stooping, reaching, pushing/pulling, and twisting; repetitive hand motions including frequent keyboarding and use of mouse and technology hardware; frequent reaching; work at computer stations; travel within the District

Lifting/carrying - Lifting 15-44 pounds; frequent sitting, standing, walking, climbing, stooping/crouching/kneeling, pulling/pushing, reaching; repetitive hand motions; prolonged use of computer

Calendar and Salary Range: 225 work days. See current salary for Professional pay grade 2.

Revised: 7-3-18

The foregoing statements describe the general function and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature

Date