

Job Title: *School Safety Liaison (FLSA: Exempt)*

Length of Position: 11 months/Full Time **FLSA:** Exempt

Job Objectives: The School Safety Liaison will oversee all issues related to safety throughout the district including (but not limited to): assistance in the development of district and school emergency operations plans, engagement with staff, students, and community to facilitate crisis management, liaising with the Germantown Police Department and other local emergency services, communicates with administrators, teachers, students and families regarding school safety and manages data related to school safety in the Germantown Municipal School District.

Minimum Qualifications:

- High School diploma, College course work, preferred
- Minimum of 7 years relevant experience
- ***Preferred*** law enforcement or SRO experience
- Proficient in the use of computers to include spreadsheets, databases and word processing applications
- Ability to prepare clear, concise, accurate, and complete reports that assist with defining programs while providing supports for students and staff
- Ability to establish and maintain positive and cooperative working relationships with school stakeholders that includes staff, students, parents, and community members
- Excellent oral and written communication skills
- Public speaking and presentation skills for parental groups, staff, and students on topics that provide meaningful measures to promote student well-being
- Such alternatives to the above qualifications as the Superintendent might find appropriate and acceptable

Responsibilities and Essential Functions:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Oversees student, faculty, staff, and school safety and makes recommendations to the Assistant Superintendent of Student Services for the improvement of such, as needed
- Assists law enforcement and GMSD officials in the event of an emergency or other police activity on campus, as requested
- Collaborates with SROs and the Assistant Superintendent of Student Services to provide training in security and emergency procedures to students, faculty, staff, and parents/guardians, as needed
- Maintains, prepares, and submit accurate state/national reports in a timely manner
- Assists in grant writing and management
- Coordinates and initiates meetings with Assistant Superintendent of Student Services, SROs, and the SRO supervisor
- Act as a resource for other individuals in the district on issues related to school discipline, safety, security, and bullying prevention
- Participate in professional development growth opportunities
- Maintains a positive, professional relationship with students to develop an atmosphere of trust and cooperation
- Performs the job in accordance with the Evaluation Model as established by the District
- Oversees Raptor Emergency management, Anonymous Alerts, Bark, and Go Guardian software programs
- Conducts residency checks
- Other duties as may be assigned by the Assistant Superintendent of Student Services

Skills and Abilities Required:

- Demonstrates aptitude and competence for assigned responsibilities
- Demonstrates cultural competence and a deep understanding of and empathy for issues facing contemporary families
- Deep understanding of the various school environments and commitment to improving school safety
- Works successfully alone or on a team
- Makes decisions using data, technology, and researched best practices
- Exhibits strong focus on goals and results. Sets clear metrics for success

Supervisory Responsibility: Supervise school level safety coordinators

Reports to: GMSD Assistant Superintendent of Student Services

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

District office and school campus environment

For Office Use:

Employee Signature: _____

Date: _____

Signature constitutes understanding of this job description including the requirements, essential functions, and duties of the position.

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