

NORWALK PUBLIC SCHOOLS
Norwalk, CT 06852

School Preparedness and Safety Supervisor -

Reports to: Deputy Superintendent

JOB DESCRIPTION:

Instruct students, school staff, and central office personnel in the establishment. Maintenance and sustainment of District school preparedness (safety, security, climate, mental health, first aid) capabilities to generate a climate conducive to effective administration, teaching and student learning throughout all district schools. Effectively design and instruct holistic programs of student safety, security, climate, mental health and first aid, in collaboration with school leadership and staff. Develop an atmosphere of student rapport that promotes school preparedness in compliance with district rules/policies and state directives and legislation. Develop a spirit of collaboration with parents, promoting school preparedness and awareness in the best interests of the district, schools and students. The Safety and School Preparedness reports to the Deputy Superintendent, collaborates with the current School Preparedness and Safety Supervisor, and works in partnership with the school principals, APs, and Deans, as well as with Norwalk Emergency Management and First Responders. This is a twelve-month position. Starting.

DUTIES AND RESPONSIBILITIES:

1. Planning:
 - a. Coordinate with the Deputy Superintendent in the annual development of NPS School Preparedness (school safety, school security, school climate. student mental health first aid) Strategy and Curriculum for the academic year.
 - i. Collaborate with Central Office (Facilities, Finance Office, Health Services, and Technology) in the budget planning for safety, security and school climate requirements.
 - b. Develop School Preparedness Curriculum that executes the NPS strategy and encompasses school safety, security, climate and student mental health first aid best practices for district elementary, middle and high schools.
 - c. Develop School Preparedness training and a progress monitoring system that executes the NPS strategy and encompasses school safety, security, climate and student mental health first aid best practices, for district elementary, middle and high schools.
2. Preparation:
 - a. Instruct and train staff in the NPS School Preparedness Curriculum.
 - b. Prepare walkthrough protocols and a calendar for planned visits and pop-up visits, this protocol will have a rating system that allows the Safety and School Preparedness Supervisor to gather data on how schools are progressing in meeting the highest standards of school safety and responsiveness.
 - c. Facilitate monthly District School Safety meetings and Quarterly District School Preparedness meetings.
 - d. Develop, instruct and assist in the maintenance of Central Office Incident Support Team capabilities, providing support to schools involved in an all hazard incident.

- e. In coordination with Norwalk's Director of Emergency Management Plan, execute a scaled annual all hazard school-related exercise and associated lessons involving students and staff.
- f. Create/maintain centralized system for gathering incident reports that captures data on the number of student infractions, arrests, emergency calls, DCF calls, 211 calls, hazards infractions, along with any other incidents outlined in the areas School Safety and Preparedness.
- g. Revise/inform models for a School Safety Plans and ensure that each school has updated plans each year.
- h. Create proper safety and security measures for school trips, sporting events, and other district programs, including afterschool programs.
- i. Coordinate and record chemical information for all materials stored and used in district facilities or on district grounds, coordinate with STEM Education Administrator to ensure safe chemical storage and disposal.

3. Execution:

- a. Instruct, assess and provide feedback to school leaders executing their monthly NPS all hazard drills.
- b. Monitor each schools' safety plans for updates.
- c. Monitor each schools' implementations of the procedures and protocols in compliance with Federal, State and Local regulations.
- d. Review all incident reports, maintain statistics and conduct appropriate investigations.
- e. Serve as a liaison to police, fire, medical and other public safety officials.
- f. Assist each schools School Preparedness Coordinator, School Safety Committees. School Incident Response Teams, and Central Office Incident Support Team in developing student and staff school preparedness capabilities.
- g. Advise and assist administrators in matters involving criminal activities in on school campuses.
- h. Supervise and train internal supervision and security staff in all job-related activities for the purpose of ensuring the safety of students, school personnel and property.
- i. Manage outsource services including security guards, school safety platforms, and other partnerships utilized by the district for the purposes of school safety.
- j. Monitor each school's anti-bullying protocols and ensure appropriate procedures are in place for reporting bullying.

4. Assessment:

- a. Oversee the evaluation of the district Safety and Security Program and determines the necessary added resources to achieve continuous improvement.
- b. Develop School Preparedness Measurements of performance and Effectiveness to assess the execution of the NPS School Preparedness strategy, in compliance with state directives and legislation.
- c. At the conclusion of an All Hazard school incident in the NPS, conduct a Debrief/After-Action Review to ensure institutional learning at the district and school levels.

REQUIRED QUALIFICATIONS:

Demonstrated ability to collaborate effectively with principals, assistant principals, central office staff as well as with emergency management, first responders (police, fire, EMS) and mental health professionals. Familiarity with NIMS (National Incident Management System) and its associated ICS (Incident Command System). Must be in good health.

PREFERRED QUALIFICATIONS:

Experience with school safety, security and school climate. Fluency in Spanish is an asset. 095 Certification also an asset.

COMPENSATION: \$130,000-\$150,000

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