

SEDALIA SCHOOL DISTRICT #200

Job Title: Safety & Security Secondary Coordinator

Job Overview

- Security Attendance Officer salary schedule
- 250 days as set in the annual calendars
- Reviewed annually with recommendation for re-employment in May
- Reports to Asst. Superintendent, Director of Safety & Security, Building Principal

Qualifications

- High School Graduate or equivalent
- Law enforcement/military/criminal justice/first responder education/military training preferred
- Successful law enforcement experience preferred
- Understanding of the role of the security/attendance officer and the public school's relationship to the community and the people served
- Post-Offer, Pre-Final Employment, Job Related Psychological Screening Clearance
- 5 years of professional work experience in at least one of the primary fields related to this position including law enforcement, school safety and security
- High degree of diplomacy, flexibility and adaptability
- Good communication skills, both written and verbal
- Possess problem solving skills and a positive work attitude
- Excellent management and supervisory skills with the ability to self-motivate
- Maintain confidentiality in all aspects
- Possess an ethical and professional attitude toward colleagues and the policies of the District
- Valid Missouri driver's license
- Valid Missouri concealed weapons permit
- Criminal justice fingerprint and background clearance
- Able to complete an annual physical assessment designed to assess the minimal level of physical fitness required to perform the position responsibilities below
- Able to perform self-defense and restriction of movement tactics
- Possess a working knowledge of video technology and radio communications
- Work with little or no supervision
- Maintain confidentiality in all aspects
- Ability to organize and plan effectively
- Ability to remain calm and exercise common sense in stress situations
- Able to work in a variety of outdoor weather conditions
- Effective communication skills
- Possess an ethical and professional attitude toward colleagues and the policies of the district
- Possess Incident Command Training Certification

Preferred Experience

- Experience in performing criminal and accident investigations
- Specialized school safety and security training certifications or other comparable training programs
- Tactical response training
- Tactical Combat Casualty Care (TCCC) training
- Standard First Aid training
- Crime Prevention Through Environmental Design (CPTED) training
- Hazard mitigation and prevention training
- Accident investigation training
- Previous experience working in fire service, Emergency Medical Services, or Emergency Management disciplines

Responsibilities and Duties

- Developing, implementing and managing programs designed to provide a safe and secure environment for students, staff, parents and patrons
- Assist with training security officers in all job-related activities for the purpose of ensuring the safety of students, school personnel and property
- Assist with local public safety entities regarding pre-planning and response to emergency incidents that occur on district property
- Provide support for the School Resource Officer(s) (SRO) that is assigned to the district as well as other law enforcement agencies that have jurisdiction on district property
- Revises, implements, and maintains the district's emergency preparedness plans and emergency drill schedule to meet or exceed regulatory requirements, to include intruder response and other training services related to school climate
- Works with district administration to complete inspections and systematic audits of facilities through safety and security checks
- Works with district and building level administration to coordinate and evaluate the purchase of safety and security equipment, supplies and services
- Interacts with students for the purpose of educating them about safety practices, as well as to gauge student sentiment regarding school safety and security
- Participates in annual training to stay current on laws, policies and procedures regarding school safety
- Participates in professional organizations and committees related to school safety and security
- Assist investigations into accidents that occur on District property and involve injury to persons or damage to district property. Makes recommendations to prevent recurrence of accidents or injuries
- Completes incident and investigative reports, documents conclusions, compiles and maintains evidence as required
- Coordinates school safety compliance with federal, state and local regulations by studying existing and new requirements and overseeing and enforcing school-wide adherence to requirements
- Coordinates and records chemical information (including MSDS data sheets) for all materials stored and used in district facilities or on district grounds
- Assist with collecting and archiving Insurance Snow and Removal Logs

- Coordinates with transportation director and superintendent designee on any issues or concerns regarding school transportation provided by contracted suppliers or the Sedalia #200 School District
- Communicates directly with building administration when safety/security issues are identified in order to be addressed immediately
- Accepts from the superintendent such responsibilities as the superintendent chooses to delegate, and assumes full responsibility for discharging them
- Possess a thorough understanding of, and an ability to relate to, youth
- Activities under the direct instruction of the Assistant Superintendent
- Protect the students, staff, and visitors, and assist in maintaining order
- Will take proper law enforcement action as permitted by law
- Assist administration in responding to discipline issues
- Transportation of students when requested by administration (only utilizing district provided vehicle)
- Assist with first aid as needed
- Complies with the building principal's directions while in particular schools or involved in situations directly related to particular school
- Subject to the call of building principals in regards to student conduct and truancy cases
- Supervision of the opening and dismissal of the school day
- Available for special assignments and/or supervision responsibilities including evening activities
- Perform supervision of school activities or special events as assigned
- Remain informed on laws and procedures pertaining to school attendance and juvenile justice
- Anticipate potential problems and work with the administrations in the prevention or alleviation of these problems
- Maintain strict confidentiality regarding all related information on student problems
- Work with gatekeepers regarding accountability and deposits of gate receipts
- Provide educational information both in and out of the classroom. Officer should have pamphlets and information available on a variety of topics. Officer shall prepare and present specialized lectures to classes and arrange for guest lecturers on topics as discussed by school staff
- Advising students and/or parents to assist them in solving juvenile problems. Relevant program referrals to assist with a problem should also be provide
- Advise staff on safety matters, violence reduction strategies, and activities of students
- Assist students by advising them concerning law related problems and to assist them by mediating disputes
- Promote the School Resource Officer Program through lectures and presentations to the school and to the community outside the school environment
- Provide a positive role model to the students and foster better understanding and relationships between law enforcement officials, students, school staff, and the community
- Serve as a link between the School District, Social Service Agencies, and other Law Enforcement Agencies
- Remain current on all permits and requirements of the law in regards to carrying a weapon
- Annual certification by certified firearms trainer
- Attend annual professional development
- Attend regular and special meetings as required by the administration

- Maintain communication and a working relationship with students, parents, staff members, and others regarding instruction programs
- Work cooperatively with the directors, district coordinators, and administrators in the supervision and coordination of the respective programs
- Maintain a positive attitude of support for the district and its goals at all times while performing District work
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by school district administration
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Additional Job Functions

- Knowledge of federal, state and local policies and procedures regarding the administration of security/school safety programs
- Knowledge of applicable federal and state laws and regulations
- Knowledge of the current literature, trends, methods and developments in the areas of security and school safety
- Knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations
- Knowledge of the principles of supervision, organization and administration
- Ability to effectively present information to management, public groups, and/or boards
- Ability to evaluate the effectiveness of programs and make recommendations for improvements
- Ability to maintain complete and accurate records and to develop meaningful reports from them
- Ability to effectively express ideas orally and in writing
- Ability to establish and maintain effective working relationships as necessitated by work assignments

DISCLAIMER

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.