

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Safety and Security-~~Coordinator~~Director

GENERAL DESCRIPTION

The essential function of the position within the organization is to provide coordination and leadership in the development, implementation and evaluation of a variety of services for the Monroe County School District, with an emphasis on ensuring the safety and security of the students and staff of the District. The position is responsible for ~~coordinating~~ directing assigned programs and services, ensuring District compliance with all applicable state and federal laws, and performing related work as assigned. The position develops and implements programs within organizational policies; reports major activities to District administrators through conferences, meetings and reports.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Provides leadership and ~~coordination~~ direction in the development, implementation and supervision of District programs pertaining to the promotion and maintenance of staff and student safety.

Develops and administers program budgets; monitors and approves program expenditures and prepares related reports; seeks, secures and administers or assists in administering grants for program and project funding.

Establishes and monitors progress toward program goals and objectives.

Plans and implements policies, procedures, training programs, drills, assessments, community partnerships and parent involvement.

Coordinates ~~with other Directors on School Resource Officers~~, facilities security, access control, security cameras and communication systems.

Administers emergency preparedness, Emergency Operations Center coordination, disaster recovery, FEMA engagement including responsibilities for District implementations, reporting including storm shelter operations and National Incident Management System (NIMS) compliance.

Works in conjunction with Monroe County Emergency Management during shelter activation for disasters, both natural and man-made.

Functions as a liaison between law enforcement and District staff, as needed, with incidents of criminal activity within the District or involving District personnel or students.

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Serves as District liaison to the School Resource Officer (SRO) Program; coordinates program operations with law enforcement agencies and individual schools as needed. Position also is responsible for the time management and submission of payroll for the School Safety Officer (SSO) program.

Assists in ensuring program implementation and compliance with applicable state and federal programs and regulations.

These programs include, but are not limited to:

1. Florida Safe School Assessment Tool (FSSAT)
2. Comprehensive School Threat Assessment Guidelines (CSTAG) – Behavioral threat assessments
3. Marjory Stoneman Douglas Commission / FL Legislature directives (SB 7026 / 7030)

Prepares and coordinates annual updates to the District's and individual School's Safety and Security Plans; Emergency Management Protocol; ensures staff and students are trained to mitigate, prevent and recover from disasters; collaborates with outside agencies to ensure proper response in emergency situations; serves as liaison to FEMA in recovery efforts as needed; responds to and assists in emergency situations District-wide as appropriate.

Works with Principals to develop and implement school training plans consisting of exercises and drills for active assailant, evacuation, lockdown, fire and tornado in accordance with Florida statutes, at a minimum: School training plans shall be scheduled in ERIP by September 1 each year. Provides district-wide training and guidance on preparation and readiness in advance of each storm season to include shelter manager training.

Utilize, maintain, and monitor the District's Emergency Response Information Portal (ERIP) / Navigate 360 platform requiring compliance from all schools, both regular and charter.

Coordinates and instructs the District's Stop the Bleed program.

Actively participates in the District Threat Assessment Advisory Committee and provides follow-up for cases under consideration.

Maintains and monitors the District Behavioral Threat Assessment Repository platform operations with law enforcement agencies and individual schools as needed.

Act as the District point of contact for coordination and scheduling of annual cardio-pulmonary resuscitation (CPR) training along with the management and maintenance of automatic external defibrillators (AED) for all schools and facilities.

Serves as a resource to teachers, administrators, principals and other staff; facilitates group meetings to discuss program coordination; coordinates and facilitates professional development and/or training opportunities for staff.

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Researches, compiles data for and prepares various statistical, administrative and professional reports as required by the District and/or other agencies for report preparation and/or decision-making purposes.

Receives and responds to inquiries, concerns and complaints regarding issues, programs, policies and procedures in areas of responsibility.

Performs general administrative work as required, including preparing correspondence, attending meetings, entering and retrieving computer data, copying and filing documents, preparing mail, ordering supplies.

Attends meetings, training, seminars and conferences as appropriate to enhance job knowledge and skills.

Gather information and data or news releases and special publications relating to school/district activities and community health/safety concerns as directed by the Superintendent.

Responds to and assists in emergency situations District-wide as appropriate, utilizing any and all appropriate protective gear, including a licensed firearm to the extent necessary to protect the safety of students and District personnel. Possession of a licensed firearm by the School Safety & Security Coordinator within the scope of the Primary Duties described herein is hereby authorized by the School Board.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Computes or performs arithmetic operations using data or information.

People Responsibility:

“People Responsibility” refers to individuals who have contact with or are influenced by the position.

Gives information, guidance, or assistance to people which directly facilitates task accomplishment; may give instructions or assignments to helpers or assistants.

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Assets Responsibility:

“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.

Has some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money.

Mathematical Requirement:

“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition and subtraction, multiplication and division, and/or calculating ratios, rates and percents.

Communications Requirements:

“Communications” involves the ability to read, write, and speak.

Reads routine sentences, instructions, regulations, procedures, or work orders; writes routine sentences and completing routine job forms and incident reports; speaking routine sentences using proper grammar.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs semi-skilled work involving set procedures and rules but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

~~Impact of decisions is minor – affects only those in immediate work area.~~ Makes decisions with extremely serious impact - affects entire organization and impacts other activities/organizations and the general public; where loss of life and/or damage is highly likely.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding

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attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

Bachelor’s Degree or higher.

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Appropriate State of Florida professional certification as required and applicable.

Maintains all applicable State, County and Municipal licenses required to carry a firearm within the scope of the Primary Duties described herein (preferred).

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Requires a minimum five years’ experience in the area of law enforcement and/or school (K-12) safety and security, ~~preferably within public education~~, while demonstrating increasing responsibility in leadership roles.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

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Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating office equipment.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position may be exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, disease/pathogens.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Executive Director of Operations and Planning

Supervises:

None

PAY GRADE: From: D1378A1 To: ~~D13703~~D138S3

Number of Months: 12 Number of Days: 254 Hours: 8

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____

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Board Approved 3/18/2016

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