



**BAY DISTRICT SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: SCHOOL SAFETY COORDINATOR

QUALIFICATIONS:

1. Master's Degree or higher with preferred certification in School Counseling, Educational Leadership, Administration and Supervision, School Principal or Professional School Principal and/or Licensed or Registered in Mental Health Profession, Social Work, Psychology.
2. A minimum of three (3) years of successful coordination of behavior management/disciplinary interventions, or crisis interventions supports/services, or emergency preparedness planning, preferred in an educational setting.
3. Demonstrated leadership roles in schools, community, district or state associations, or functions.
4. Demonstrated experience in training adult learners in safety and threat assessments, and/or behavior management.
5. Must earn a certificate of completion of the school safety specialist training provided by the Florida Department of Education, Office of Safe Schools within one (1) year after appointment.

PHYSICAL REQUIREMENTS: Light

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

REPORTS TO: As assigned by Bay District Organizational Structure.

SUPERVISES: As assigned by Bay District Organizational Structure.

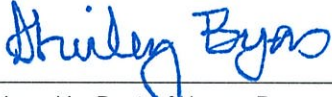
PERFORMANCE RESPONSIBILITIES:

1. Works collaboratively with the District Police Chief to coordinate and administer all district emergency management issues, safety programs and policies.
2. Serves as the district's contact for Threat Assessment and provides training to school personnel ensuring compliance with state law.
3. Assists the Threat Assessment Team in implementing data-based screening and referral protocols.
4. Assesses the effectiveness of the district's Threat Assessment program, and recommends revisions for approval to ensure a successful and sustainable framework.
5. Collaborates with the Supervisor of Educator Quality to coordinate and deliver school safety training and Maintenance department training.
6. Monitors safety deficiencies and makes recommendations for corrections.
7. Maintains accurate records for the purpose of progress monitoring and complying with district and state reporting requirements.
8. Maintains safety records and completes safety reports as required by the Florida Department of Education, Office of Safe Schools; i.e., SESIR reporting system and FSSAT school safety assessments.
9. Works collaboratively with the health department, law enforcement, Bay County Emergency Operations Center, Red Cross, hazardous waste and other public and/or district departments.
10. Serves as point of contact for SAFE (Students Accounting for Everyone – anonymous student reporting tool).
11. Provides school personnel training and guidance on completion of the FSSAT security assessment process.
12. Collaborates with outside contracted consultants as well as state and local agencies to maintain continuous quality improvement for district programs.
13. Counsels, advises and works with parents, schools and the community regarding issues related to school safety.
14. Assists school and district personnel in development of safety plans and emergency preparedness.
15. Ensures that all schools are completing the required emergency drills.
16. Performs other duties as assigned.

TERMS OF EMPLOYMENT:

1. Successful completion of State and Federal Background check is required for employment.
2. Twelve (12) months. Paygrade as established by the School Board in current Salary Placement Schedule 2.

EVALUATION: Performance evaluated annually in accordance with School Board Policy.



Reviewed by Dept. of Human Resources

APPROVED DEC 14 2021

Revision Approved: _____

Adopted by Bay District School Board: July 27, 2021

Bay District Schools is an Equal Opportunity Employer