

Marion County Public Schools  
Job Description

Position Title: School Safety Manager  
Department: Marion County High School  
Reports To: Principal  
Approved By: Marion County Board of Education Date: July 2016

**SUMMARY:** The job of School Safety Manager was established for the purpose/s of improving student safety and attendance by assisting the principal in managing the following school activities: implementing the school safety plan; coordinate efforts to improve student attendance; enforcing the district and school code of conduct; consultation with parents regarding student attendance and behavior; supervision duties both before and after school; and the promotion of school programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Responsible for school safety plan: disaster preparation, fire drills, student, staff and public safety, collaboration with school resource officer, and student health.
- Supervision of students, including before and after school as required.
- Monitor student attendance and coordinate efforts to improve student attendance.
- Coordinate with the principal to maintain a positive, safe learning environment for students by enforcing the school discipline plan.
- Perform as a resource for teachers and staff who express concerns for student attendance, student development, and/or discipline.
- Consult with families concerning student attendance or discipline concerns.
- Promote the school and district through positive relations with community, businesses, parents and students.
- Serve on Committees and other groups charged to enhance attendance, behavior, safety and emergency preparedness.
- Perform other duties as assigned.
- Maintain confidentiality.

**EDUCATION and/or EXPERIENCES:** Bachelor's Degree required, Master's Degree preferred

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS:** Ability to work with mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**TECHNOLOGY SKILLS:** Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleges, parents, and the community; and conduct research/solve problems. Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:** Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

*PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. Occasionally the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being, or work output of other people.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff. .

*WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*