

MARION COUNTY JOB DESCRIPTION

Position Title: School Safety Coordinator

Department: District Wide

Reports To: Superintendent

Approved by: Marion County Board of Education

Date: May 9, 2019

SUMMARY: Oversee the planning and support of school safety and security throughout district.

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

- Complete the KY Center for School Safety training program within 6 months of appointment;
 - Designate a school safety and security threat assessment team at each school consisting of 2 or more staff members. Assessment team will work to identify and respond to students exhibiting behavior that indicates a potential threat to school safety or security. Members may include school administrators, counselors, SROs, school-based mental health services providers, teachers and other school personnel;
 - Provide training to principals within the district on procedures for completion of the school security risk assessment;
 - Review all school security risk assessments completed within the district and prescribe recommendations as needed in consultation with the state School Security Marshal;
 - Advise the superintendent by July 1, 2021, and annually thereafter of completion of required security risk assessments;
 - Review and update district Emergency Operations Plan and work with each school to review and update school EOPs, including annual reviews with SBDM councils;
 - Formulate recommended policies/procedures (excluded from Open Records law) for an all-hazards approach including conducting emergency response drills for hostage, active shooter, and building lockdown situations in consultation and coordination with appropriate public safety agencies for review and adoption as part of school emergency plan required by KRS 158.162. The recommended policies shall encourage the involvement of students, as appropriate, in the development of the school's emergency plan, and;
 - Ensure each school campus is toured at least once per school year, in consultation and coordination with appropriate public safety agencies, to review policies and procedures and provide recommendations related to school safety and security.
- **School employees participating in the activities of a school safety and security threat assessment team, acting in good faith, shall be immune from any civil or criminal liability** that might otherwise be incurred from:
 - Identifying the student and implementing a response; or
 - Participating in any judicial proceeding that results from the identification.

EDUCATION and/or EXPERIENCE: Bachelor Degree

SUPERVISORY RESPONSIBILITIES: School Resource Officer(s) and other staff assigned by Superintendent

QUALIFICATIONS REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS: Ability to read, analyze, and interpret documents such as safety rules and regulations, procedure manuals, and operating instructions. Ability to write routine reports and correspondence. Ability to speak effectively before groups and/or employees.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

TECHNOLOGY SKILLS: Ability to use technology to incorporate with school safety (door access, security cameras, and other devices).

REASONING ABILITY: Ability to define problems, collect data, establish facts, draw valid conclusions, and implement corrective methods. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES: Ability to establish and maintain effective working relationships with students, staff, first responders, 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 regularly required to sit and talk or hear. The employee frequently is required to walk and stand. Specific vision abilities required by this job include close vision, color vision, and depth perception. While performing the duties of the job the employee will visit various buildings for inspection and meetings.

The noise level in the work environment is usually very quiet.