



NEW: 07/01/2026 Submitted: 02/10/2026

JOB TITLE:	COORDINATOR RISK ASSESSMENT
DIVISION	JCPS POLICE DEPARTMENT
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	187 DAYS
FLSA STATUS:	
JOB CLASS CODE:	0000
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Under the supervision of the JCPS Police Department, coordinates and supports all aspects of school safety. Works to foster positive school culture and climate; to build relationships of trust with students and employees, and to maintain positive relationships with school stakeholders. Participates in maintaining a safe and orderly school environment. Works closely with the District Security and Investigations department and school staff to support students and staff. Ensures alignment with the district and state safety initiatives and priorities to maintain consistency across the District. Serves a cluster of schools within a given region within the district.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Leads the strategic planning and implementation of comprehensive school risk assessments to identify potential vulnerabilities in physical security and operational procedures.
- Analyzes safety incidents, threat assessments, and regional risk trends to identify patterns and inform District-wide prevention strategies, while generating reports and dashboards for District leadership and the JCPS Police Department to evaluate the effectiveness of safety initiatives and resource allocation.
- Collaborates with District, EMS, and community stakeholders to identify, respond to, and mitigate organizational safety issues.
- Participates with the School Safety Team to implement District Threat Assessment procedures, protocols, and guidelines in response to threats.
- Fosters positive organizational culture and climate, builds relationships of trust with staff, and maintains positive relationships with District and school stakeholders.
- Responds to issues regarding personnel safety and coordinates with SROs on issues involving criminal activity.
- Assists law enforcement agencies and District departments to ensure comprehensive school safety.
- Coordinates the development, communication, and updates of the District Safety and Emergency Procedures Manual
- Coordinates State and District mandated safety drills and emergency preparedness exercises.
- Maintains Safe Crisis Management (SCM) certification and ensures school-level team certifications are current.
- Coordinates security for school-sponsored events and large-scale regional activities.
- Performs other duties as assigned by the supervisor.

PHYSICAL DEMANDS

This work is conducted in an office, school, warehouse, production/assembly line setting, and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, climbing, and crawling, The following physical activities are required occasionally (up to 50% of the workweek): bending,

crouching, driving, kneeling, lifting up to 75 lbs., pulling up to 75 lbs., pushing up to 75 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Bachelor's Degree Effective communication skills

Successful experience with leading operational responses

Successful experience working with youth from diverse backgrounds

Effective communication skills

DESIRABLE QUALIFICATIONS

Knowledge of school system policies and procedures

Experience in a diverse workplace



REVISED: Submitted:
 07/01/2026 02/10/2026
 07/01/2023 03/28/2023

JOB TITLE:	MANAGER SAFETY ADMINISTRATOR RISK ASSESSMENT COORDINATOR SUPPORT
DIVISION	CHIEF OF STAFF JCPS POLICE DEPARTMENT
SALARY SCHEDULE/GRADE:	II, GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8753
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Under the supervision of the ~~Assistant Superintendent for Culture and Climate~~ Chief of Police, coordinates and supports all aspects of the ~~school safety administrator~~ risk assessment coordinator position. Works to foster positive school culture and climate; to build relationships of trust with students and employees, and to maintain positive relationships with school stakeholders. Participates in maintaining a safe and orderly school environment. ~~Works closely with the District Security and Investigations department.~~ Ensures alignment with ~~the Culture and Climate~~ cross departmental initiatives and priorities to maintain consistency across the district.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Collaborates with District and community stakeholders to identify, respond, and mitigate school safety issues
- Oversees District-wide implementation of District Threat Assessment protocols, guidelines, and School Safety Teams in response to threats (personal, virtual, etc.)
- Manages law-related investigations with campus administrators, ~~Security and Investigations~~ JCPS Police, and local law enforcement
- Oversees all trainings relevant to ~~the school-based Safety Administrator Position~~ the Risk Assessment Coordinator position
- Communicates regularly with principals ~~and school safety administrators~~ risk assessment coordinators in addressing needs, and supports, ~~and oversight of the school-based Safety Administrator (i.e. email, site visits)~~
- ~~Assists in~~ Manages the hiring and evaluation process for all ~~school-based Safety Administrators~~ Risk Assessment Coordinators
- Manages high level threat assessments and safety situations in collaboration with ~~campus administrators~~ ~~the school-based safety administrator~~, ~~Security and Investigations~~ JCPS Police, District violence prevention staff, and local law enforcement
- Conducts regular meetings with ~~the school-based Safety Administrators~~ Risk Assessment Coordinators and ~~campus administrators~~ to identify needs and provide support
- Coordinates training, development, communication, updates, and implementation of the School Safety and Emergency Procedures Manual in coordination with the District School Safety Coordinator and campus administrators
- Addresses safety issues promptly
- Coordinates training, compliance, and oversight of State and District mandated school safety drills
- Maintains Safe Crisis Management (SCM) certification and coordinates with the Supervisor to ensure certifications are current with all ~~Safety Administrators~~ Risk Assessment Coordinators
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by the supervisor

PHYSICAL DEMANDS

~~The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing, and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, reaching, with the ability to lift, carry, push or pull heavy weights the work requires activities involving exposure to marked changes in temperatures and humidity, driving automotive equipment, and exposure to dust, fumes and gasses.~~

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MINIMUM QUALIFICATIONS

Bachelor's Degree

Five (5) years of successful experience as a program coordinator or leader

Successful experience with leading operational or crisis responses

Effective communication skills

DESIRABLE QUALIFICATIONS

Kentucky Professional Certification in Administration and Supervision

Demonstrated knowledge of District policies and procedures

Prior law enforcement experience

Experience in a diverse workplace



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FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8753
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

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PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Collaborates with District and community stakeholders to identify, respond, and mitigate school safety issues
- Oversees District-wide implementation of District Threat Assessment protocols, guidelines, and School Safety Teams in response to threats (personal, virtual, etc.)
- Manages law-related investigations with campus administrators, JCPS Police, and local law enforcement
- Oversees all trainings relevant to the Risk Assessment Coordinator position
- Communicates regularly with principals risk assessment coordinators in addressing needs, and supports
- Manages the hiring and evaluation process for all Risk Assessment Coordinators
- Manages high level threat assessments and safety situations in collaboration with campus administrators JCPS Police, District violence prevention staff, and local law enforcement
- Conducts regular meetings with Risk Assessment Coordinators and campus administrators to identify needs and provide support
- Coordinates training, development, communication, updates, and implementation of the School Safety and Emergency Procedures Manual in coordination with the District School Safety Coordinator and campus administrators
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Successful experience with leading operational or crisis responses
Effective communication skills

DESIRABLE QUALIFICATIONS
Kentucky Professional Certification in Administration and Supervision
Demonstrated knowledge of District policies and procedures
Prior law enforcement experience
Experience in a diverse workplace