

COORDINATOR OF SAFETY AND SECURITY (SCHOOLS)

DISTINGUISHING FEATURES OF THE CLASS: This is coordination and liaison work which involves the responsibility for safety and security policies and procedures for a large school district with several separate campuses. The work involves ensuring the safety and security of school district students, personnel, buildings and grounds and the training of security personnel in use and maintenance of fire prevention equipment. The work is performed under the direct supervision of the Deputy Superintendent. Supervision is exercised over Senior Security Aides and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates security throughout the district to protect personnel, students, visitors, and property by monitoring and addressing security, fire protection and safety needs;
Reviews log entries, verbal and written reports prepared by senior security personnel;
Determines, during periodic inspections of equipment, if procedures or policies need to be revised or equipment needs to be replaced;
Documents security deficiencies identified by security and other personnel and recommends corrective action;
Meets with district personnel such as building custodians and school principals to ascertain safety and security needs, to review incident reports as well as compliance with policies and procedures, and makes recommendations regarding improvements such as the procurement of security devices, training, minimizing losses, revision of procedures, etc;
Ensures that evacuation plans are formulated, assets protection programs are in place and fire drills are scheduled and conducted;
Checks that traffic laws on facility grounds are enforced;
Drafts security procedures and policies for approval by district;
Prepares reports for the district and governmental agencies as required;
Reviews applications, interviews candidates for security positions and recommends candidates for hiring;
Conducts new employment orientation;
Trains security personnel in use and maintenance of fire prevention equipment;
Researches and recommends in-house or vendor provided training programs for security personnel;
Evaluates work performance of Senior Security Aides and clerical staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, methods and procedures for establishing and maintaining systems of security and safety for decentralized buildings or complexes, their physical contents and their personnel; good knowledge of supervisory principles; good knowledge of ability to plan, develop and implement training of security personnel; ability to deal with individuals and groups in a variety of stressful situations; ability to relate to and effectively respond to oral and written instructions; ability to maintain an effective record system and to prepare reports.

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree in Criminal Justice, Police Science or a closely related field and five (5) years of paid work experience which substantially involved enforcing safety and security rules, regulations and/or laws, two (2) years of which must have included supervisory responsibility; or

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2. An Associate's degree in Criminal Justice, Police Science or a closely related field and seven (7) years of paid work experience which substantially involved enforcing safety and security rules, regulations and/or laws, two (2) years of which must have included supervisory responsibility.

NOTE: Two additional years of the required experience may be substituted for the specialized Bachelor's degree.