

## **COORDINATOR OF SAFETY AND SECURITY (SCHOOLS)**

**DISTINGUISHING FEATURES OF THE CLASS:** The position is responsible for developing, implementing and maintaining safety and security protocols and procedures in schools. This role ensures the safety and well-being of students, staff and visitors by assessing potential risks, conducting security assessments and coordinating emergency response plans. The Coordinator of Safety and Security (Schools) works closely with school administrators and local law enforcement agencies to promote a safe and secure learning environment. The work is performed under the general direction of a higher-level administrator. Supervision is exercised over security personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Develops and implements safety and security policies and procedures for schools in accordance with local, state and federal regulations;  
Conducts regular security assessments to identify potential risks and vulnerabilities and recommends and implements improvements as needed;  
Coordinates with school administrators to develop emergency response plans and drills;  
Oversees the installation, maintenance and monitoring of security and surveillance systems;  
Responds to security incidents or breaches and investigates, assists in investigations and provides input on appropriate corrective actions;  
Trains staff and students on safety protocols and procedures;  
Maintains accurate records of security incidents and provides reports as needed;  
Stays updated on current trends and best practices in school safety and security;  
Coordinates with external agencies and community organizations to enhance school safety;  
Conducts safety audits and inspections to ensure compliance with safety regulations;  
Provides guidance and support to school staff on safety and security matters;  
Stays informed about relevant laws, regulations and industry standards related to school and security;  
Prepares a variety of reports;  
Supervises security personnel;  
May develop and deliver safety and security training programs for staff.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of safety protocols, emergency response procedures and security measures relevant to educational settings; thorough knowledge of safety and security laws, rules and regulations related to school safety; good knowledge of security technologies and systems, such as surveillance cameras, access control systems and emergency notification systems; good knowledge of threat assessment techniques and risk management strategies; ability to establish and maintain a comprehensive security program; ability to develop and implement a comprehensive safety and security plan tailored to the specific needs of schools; ability to conduct security assessments and audits to identify areas for improvement; ability to collaborate with school administrators, teachers and support staff to create a safe and supportive learning environment; ability to stay updated on emerging threats and trends in school safety and security; ability to understand and interpret written material; ability to prepare written material; ability to communicate effectively both orally and in writing; ability to establish and maintain cooperative relationships with others; ability to supervise the work of others.

### **MINIMUM QUALIFICATIONS:**

1. A Bachelor's degree or higher in Criminal Justice, Criminology, Forensic Science or comparable curriculum 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, Criminology, Forensic Science or comparable curriculum 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.