

School Safety Administrator

Job Description

SALARY: TBD

OPENING DATE:

CLOSING DATE:

JOB TYPE: Full-Time

LOCATION:

SHIFT SCHEDULE: Day Shift Primarily

TRAVEL SCHEDULE: Some Day Only

TIME LIMITED POSITION: No

School District is seeking a School Safety Administrator to oversee the safety and security responsibilities for all local schools

To inquire about this position, please contact:

CHARACTERISTICS OF WORK:

This is professional and administrative position in which the incumbent serves in a leadership role. Work involves overseeing all safety and security aspects of the school district, including all elementary, middle, and high schools as well as their campuses, and central office. Incumbent will be the sole person responsible for school safety documentation to include but not limited to: school intruder drills, school safety meetings, high risk students, school helpline referrals and educator and parent school safety surveys. Incumbent will oversee school safety environmental assessment of all schools and ensure all recommendations are prioritized. Supervision is exercised over subordinate personnel. Work is submitted to infrequent review through conferences and reports to the school superintendent and school principals to whom the incumbent reports.

EXAMPLES OF WORK:

The following are examples of work performed by the School Safety Administrator.

- designated contact for all EMS personnel
- oversee all school safety functions presented within the school district
- facilitate quarterly school safety meetings
- oversee all school safety ledger documentation
- document and review all intruder drills for the school district
- oversee school safety fundraising
- schedule, review and follow recommendations of the biannual school wellness assessment for students
- schedule, review and follow recommendations of the biannual educator survey (school safety)

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- schedule, review and follow recommendations of the biannual parent survey (school safety)
- Subscribe and oversee all reports generated through the school helpline with the assistance of the school counselor(s)
- schedule, review and follow recommendations of the annual school safety environmental assessment (school campus)
- oversee student safety club
- promote a safe school through posters, social media and daily school announcements
- promote positivity and inclusion of all by awarding students and faculty as needed
- provide school safety speakers to students and faculty
- oversee and maintain good working relationship with school resource officer(s)
- oversee school security systems
- review all school safety reports and determine/follow appropriate action plan
- work as a team member with all education faculty and administration
- supervise the organization of workshops in the area of school safety
- visit schools and offer technical assistance on safety issues
- direct and coordinate training activities with school district staff
- represents the school district at professional organization's meetings
- Serves as major public contact for information regarding school safety
- formulate policy, procedures, rules and regulations as necessary
- Related or similar duties are performed as required or assigned

MINIMUM QUALIFICATIONS:

A Master's Degree from an accredited four-year college or university and seven (7) years of experience related to the above-described duties;

OR

A Bachelor's Degree from an accredited four-year college or university and eight (8) years of experience related to the above-described duties.