

# Chittenden Central Supervisory Union Job Description

<b>JOB TITLE:</b>	School Safety Coordinator
<b>FLSA STATUS:</b>	Exempt
<b>UPDATED:</b>	11/03/08

## **POSITION OBJECTIVES:**

To coordinate, oversee, monitor and supervise school safety in assigned District buildings and on school grounds; to play a primary role in the handling of various emergency situations; and to play a key role in development and implementation of preventative safety measures.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### Essex Union #46 School District

- Responsible for patrolling/monitoring District buildings and grounds, both during and after school hours, to prevent or deal with any incidents of theft, vandalism, fire or fire hazards, disorderly conduct, violation of District traffic, safety, security, or other regulations.
- Responsible for responding to alarms and traffic accidents on campus.
- Monitors and supervises students before the start of class in common areas such as the high school cafeteria.
- Shares in the responsibility of providing administrative coverage of school events after-school and evenings.
- Oversees the monitoring of school visitors, during school, after-school, and during evening activities. Oversees/monitors school building use. Checks ID's of visitors. Gives visitors directions and other general information.
- Performs regular safety and quality control inspections according to District policy and procedures. Ensures that buildings and rooms are locked and unlocked as appropriate.
- Participates in meetings and plays a key role with the School Safety Team.
- Full supervisory responsibility of parking attendants and safety monitors.
- Monitors student behavior to help maintain safe schools.
- Attend and actively participate in administrator meetings at the high school.
- Plays a key role in enforcing school policies and procedures related to student conduct and behavior.
- Plays a key role in the investigation of complaints made by faculty, staff, students or the community. Assists area police with investigations when appropriate.
- Responds to calls involving safety/security emergencies in conjunction with school administrators. Administers first aid and/or calls for additional assistance as needed. Calls for and assists local fire and rescue personnel as needed.
- Coordinates the development and implementation of the CCSU School Safety Guide.
- Coordinates and schedules fire drills. Trains faculty and staff on proper fire evacuation.

- Oversees distribution and use of keys to buildings, and assist students, faculty, staff, and visitors with problems with keys, locks, doors, cars, etc.
- Ensures coverage for parking lot attendants and safety monitors as needed.

#### Essex Junction School District

- Responsible for patrolling/monitoring District buildings and grounds after school hours to prevent or deal with any incidents of theft, vandalism, fire or fire hazards, disorderly conduct, violation of District traffic, safety, security, or other regulations. Responds to alarms.
- Full supervisory responsibility of 20 to 25 crossing guards.
- Assists the school administrator, upon request, with the investigation of complaints or any suspicious or unusual behavior as related to safety/security issues.
- Assists with enforcing school policies and procedures related to student conduct and behavior while on District premises.
- Assists the school administrator in responding to calls involving safety/security emergencies as requested. Administers first aid and/or calls for additional assistance as needed. Calls for and assists local fire and rescue personnel as needed.
- Plays an active role in the development and implementation of the CCSU School Safety Guide.
- Programs keys for all Essex Junction School District buildings.
- Ensures coverage for crossing guards as needed.

#### General

- Develops, plans, supervises and coordinates safety services and procedures for assigned buildings.
- Assists in escorting individuals off District grounds as appropriate.
- Plays a key role in responding to complaints/calls related to possible criminal activity, and in investigating incidents and/or apprehending involved individuals as appropriate in conjunction with school administration.
- Performs various administrative functions. Prepares and monitors reports on safety/security activities; Prepares and maintains District safety budget, and monitors and tracks budget expenditures. Maintains safety/security supply and equipment inventory, and the like.
- Ensures that all applicable work safety/security policies and procedures are followed. Helps enforce the compliance of said policies and procedures. Keeps current on all related policies and procedures.
- Coordinates and participates in periodic safety demonstrations to faculty and staff.
- Responsible for effectively receiving and responding to emergency calls; tracks visitors as requested.
- Responds to and reports any security incidents and unusual or hazardous conditions to appropriate officials.
- Coordinates and participates in School Public Safety Committee meetings.
- Responsible for providing security services such as parking and traffic direction, crowd control, and the like, for special events.
- Oversees the distribution of safety/security supplies and equipment; orders and maintains appropriate inventories of all materials and equipment used.
- Perform related duties as assigned.

### **SUPERVISION RECEIVED**

Reports to and is evaluated by the Director of Property Services.

### **SUPERVISION EXERCISED**

Full supervisory responsibility of approximately 25 to 30 safety staff, including parking lot attendants, building use/parking lot monitors, weekend security/safety monitors, and crossing guards: Interviews, hires, trains and orients new employees; plans and issues daily work assignments; monitors work in progress and checks completed work; assists staff with difficult or unusual tasks or problems; plans staffing needs and work schedules; keeps timesheets as required; makes staffing recommendations to supervisor; manages employee disciplinary issues.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Education and Experience. Associates Degree, plus 5 to 7 years of relevant work experience, including at least two years of supervisory experience, or a combination of education and experience from which comparable knowledge and skills are acquired.
- Good working knowledge of relevant laws and regulations, particularly as they relate to actions of minors.
- Good working knowledge of safety prevention and methods.
- Demonstrated integrity.
- Certifications and Licenses. Certified in First Aid and CPR. Valid VT driver's license.
- Language Skills. Ability to read, analyze, and interpret safety rules and general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Mathematical Skills. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Computer Skills and Experience. Proficient with Microsoft Word and Excel or other comparable word processing and spreadsheet program desirable.
- Reasoning Ability/Mental Requirements. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- Communication & Interpersonal Skills. Ability to deal and communicate effectively with a wide range of individuals, in some instances under stressful, dangerous and/or emergency conditions. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies. Ability to handle emergency situations calmly and efficiently.

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<b>Frequency</b>	<b>Code</b>	<b>Description</b>
<b>Sometimes</b>	<b>S</b>	activity may exist sporadically, but not on a consistent basis.
<b>Occasionally</b>	<b>O</b>	activity exists on a consistent basis for less than 1/3 of the time
<b>Frequently</b>	<b>F</b>	activity exists from 1/3 of the time up to 2/3 of the time
<b>Constantly</b>	<b>C</b>	activity exists for 2/3 or more of the time
<b>Not Applicable</b>	<b>NA</b>	activity is not present in the position

**PHYSICAL EFFORT AND STRESS.** Employee must have the physical ability to perform the essential functions of the job as outlined above, in addition to the following (Indicate appropriate code from above):

	<i>Frequency Code</i>	<i>Essential</i>	<i>Not Essential</i>
SITTING	F	X	
STANDING	F	X	
WALKING	F	X	
SEEING	F	X	
HEARING	F	X	
TALKING	F	X	
DEXTERITY (hands/fingers)	F	X	
USE OF COMPUTERS AND EQUIPMENT	F	X	
LIFTING			
up to 10 lbs.	F	X	
10-25 lbs.	O	X	
25-50 lbs.	O		X
50-100 lbs.	S		X
100+ lbs.	S		X
CARRYING			
up to 10 lbs.	F	X	
10-25 lbs.	O	X	
25-50 lbs.	S		X
50-100 lbs.	S		X
100+ lbs.	O		X
BENDING/STOOPING	O	X	
PUSHING/PULLING	O	X	
TWISTING	O	X	
CLIMBING	O	X	
BALANCING	O	X	
CROUCHING	O	X	

KNEELING	O		X	
CRAWLING	O		X	
REACHING (i.e., overhead)	F		X	
HANDLING	F		X	
DRIVING	O		X	
REPETITIVE MOVEMENTS (hands, feet)	F		X	
MANAGING STRESS	F		X	
RESOLVING CONFLICTS	F		X	

**WORKING CONDITIONS/ENVIRONMENTAL FACTORS:** All conditions common to a construction site for residential housing including, but not limited to, the following (Indicate appropriate code from above):

	<i>Frequency Code</i>
EXPOSURE (dust, dirt)	S
EXPOSURE (extreme heat – non-weather, flames)	S
EXPOSURE (extreme cold – non-weather)	S
EXPOSURE (fumes, odors)	S
EXPOSURE (viruses, infectious diseases)	C
EXPOSURE (water)	S
EXPOSURE (hazardous equipment)	S
EXPOSURE (chemicals, hazardous materials)	O
UNEVEN TERRAIN	S
OUTDOOR WEATHER CONDITIONS	O
VIBRATION/NOISE	S
HEIGHTS	O

This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.