



**POSITION DESCRIPTION**

<b>JOB TITLE: School Safety Coordinator</b> Job Class: 2440	
<b>DATE</b>	Office of School Administration  School Safety
<b>BARGAINING UNIT: ASC</b>	<b>FLSA STATUS:</b> g  <b>Exempt</b> <input type="checkbox"/> <b>Non exempt</b>
<b>Pay Schedule:</b> <b>Pay Range:</b>	<b>Management Approval:</b>
<b>POSITION SUMMARY and PURPOSE:</b> Supervises and evaluates Safety Assistants within assigned schools and coordinates safety procedures within the schools. Maintains a safe school environment while closely working with administration and all emergency responders in the community.	

**ESSENTIAL FUNCTIONS:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

**NOTE:** An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Plans and implements staff training programs addressing safety issues and train safety personnel in areas such as crisis prevention and intervention, gang activity, bus safety and weapons. Presents periodic safety workshops and training sessions to MPS school staff.
2. Organizes, orders and dispenses uniform items required by labor agreement. Maintains inventory control.
3. Plans and conducts metal detection (weapons screening) at secondary schools, on a planned or emergency basis. Records all items confiscated. Trains school personnel in the use of on site metal scanners, maintains scanning equipment and inventory.
4. Monitors, collects, prepares and submits payroll for approximately 230 School Safety Assistants in a timely manner to meet payroll deadlines.
5. Investigates, documents, schedules and implements all disciplinary matters involving School Safety Assistants. Meets with MTEA representatives regarding disciplinary matters.
6. Maintains, reviews and files daily incident reports for use in MPS profiling system.
7. Plans and facilitates monthly meetings, as needed or directed, of principals and district police captains which include sharing of information, problem solving and developing cooperative plans.

8. Organizes and develops intervention during crisis situations. Assigns daily dispatch personnel as the need arises throughout the district.
9. Provides system wide services such as radio repair services, taking staff pictures and providing individual visitor passes to schools.
10. Represents the division and provides security and planning for special events such as music festivals, college fairs, community meetings, VIP visitors and other events.
11. Conducts parent/guardian meetings regarding severe student breaches of security such as gang activity, vandalism and bussing problems.
12. Meets with transportation officials regarding security problems that arise during the transportation of students.
13. Supervises locker inspections. Tags and records items confiscated.
14. Actively supports the MPS Strategic Plan.
15. Performs other duties as assigned.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General supervision provided by the Director, Division of Security or his designee.

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Total supervision of up to 20 Safety Assistants.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

The position requires a high school diploma or a GED, additional safety training is necessary. An associate's degree is desired.

**Experience Requirements**

Three years of successful supervisory experience in a security, law enforcement or safety environment is necessary. A valid drivers' license is required.

**Knowledge, Skills, and Abilities**

Effective oral and written communication and presentation skills are essential. The ability to communicate with law enforcement personnel, parents and school administrators is required. Attention to detail is important. Must be able to work effectively with diverse groups of people. An understanding of the safety needs of an urban school district is required. Demonstrated knowledge of investigative and security procedures is necessary. Flexibility in shift assignments is necessary. Incumbent must be able to travel between sites. Must have skill in prioritizing activities; for self and for others. Budgeting experience is required. Intermediate skills in MS Office software are required.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment; requires some driving between assigned locations.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, work may be strenuous at times. Lifting up to 100 pounds may be necessary.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND**