

Red River Parish School Board

Job Description

Title: Safety and Security Coordinator

Qualifications: P.O.S.T. approved police academy graduate or equivalent, advanced police management program, Emergency Management Institute, Tactical Response training, Emergency Management Certification

A minimum of ten (10) years of law enforcement experience with a minimum of five (5) of those years dedicated solely to criminal investigations to include investigations into juvenile involved crimes and crimes against juveniles, or any equivalent combination of training and experience which provides the required knowledge, skills and abilities to conduct the job.

Individual must have law enforcement instructor certification(s) with a minimum of five (5) years as an instructor of classes which focused on safety/security. Individual must be knowledgeable of Louisiana juvenile law and procedure.

A minimum of three (3) years of progressive management experience in law enforcement or related field.

High School diploma or equivalent.
First Aid/CPR/First Responder training preferred.
Supervisory experience preferred.
Clear criminal background check required.
Must possess a valid United States driver's license.

Superordinate: Superintendent

Description:

- This is a highly skilled position that requires the individual to supervise the security of school facilities and work proactively to ensure a safe and secure environment for students, staff and visitors.
- Individual will conduct all administrative investigations reference policy violations involving staff and other employees as well as assist in alleged criminal investigations involving staff and/or students.
- Individual will be required to coordinate building safety and law enforcement throughout the school district.
- Under limited supervision, the individual will perform supervisory and administrative tasks in developing, implementing, and managing programs designed to effectively address security and school safety needs.
- Individual is responsible for coordinating a comprehensive school safety program, which includes working with local law enforcement agencies.
- Individual works extensively with the Superintendent of Schools, school administrators, local emergency services, the media and the community in all areas of school safety.
- Work also involves the training of staff and students in various aspects of safety and security, implementing training programs pertaining to matters of safety and security for site-based administrators and help to develop and monitor the school safety section of any school improvement plans.

- Individual must be able to work independently, be organized, be able to prioritize, meet deadlines and maintain meticulous records.
- The overall goal is to develop a best practices program that continually enhances the District's safety and security posture to support teaching and learning while minimizing risk and liability outcome.

Knowledge, Skills and Abilities

- Knowledge of local policies and procedures regarding the administration of security/school safety programs;
- Knowledge of applicable laws and regulations;
- Knowledge of the current literature, trends, methods, and developments in the areas of security and school safety;
- Ability to evaluate the effectiveness of programs and make recommendations for improvements;
- Ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things;
- Ability to speak to people with poise, voice control and confidence;
- Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions;

Performance Responsibilities

1. Advises the Superintendent of Schools as it pertains to all security concerns;
2. Establish and interpret policies and procedures to ensure effective action planning for a safe and secure working environment for students and staff;
3. Develop and instruct safety training for school staff and other personnel;
4. Maintain files and detailed records as it pertains to discipline incidents;
5. Develop intervention and prevention strategies reference campus safety and security;
6. Develop and coordinate a comprehensive security and safety plan for all campuses;
7. Serve as liaison to local law enforcement agencies to monitor the daily operation of the School Resource Officer (SRO) program and other law enforcement issues on the school campuses;
8. Works with local law enforcement agencies to encourage community-policing efforts on school campuses;
9. Works directly with local law enforcement agencies during critical incident situations and follow up;
10. Advises and assists site-based administrators in matters involving criminal activity on their respective school campuses;
11. Participates in the development and maintenance of the district level crisis plans;
12. Assists/advises in the development of crisis management/emergency plans as part of each school's safety plan;
13. Coordinates with the Superintendent of Schools to address safety/security issues on school campuses;
14. Receive all reports of school crime from site-based administrators and/or School Resource Officers (SROs) and maintain statistics regarding this information;
15. Provides periodic reports to the Superintendent of Schools on matters pertaining to school safety;
16. Assists in the development and implementation of security plans for special events.
17. Performs all other duties as assigned by the Superintendent.

Professional Ethics

1. Maintain good attendance
2. Reports to work on time.
3. Adheres to Red River Parish School Board’s dress code (GAMB)
4. Promotes harmony between: principals, teachers, students, and staff.
5. Accepts and supports administrative decisions.
6. Displays professional ethics on and off duty.
7. Maintains a positive attitude of promoting school and community relations.
8. Fosters good community relations.
9. Participates in harmonious working relationship with peers, parents and community relations
10. Maintains confidentiality in matters relating to students and staff.
11. Adheres to the Red River Parish School Board’s Sexual Harassment Policy (GAEEA) and Employee Conduct (GBRA).
12. Adheres to Red River Parish School Board’s dress code (GAMB)

The signature below indicates that the primary or secondary evaluator has reviewed this job description with the person whose signature appears in the employment signature space.

Employee Name (Print)

Employee Signature

Date

Immediate Supervisor

Date

Terms of Employment: **12 Months**