

# SCHOOL DISTRICT OF SARASOTA COUNTY

## JOB DESCRIPTION

### SAFETY AND SECURITY COORDINATOR

**SALARY SCHEDULE: ADMINISTRATIVE – F**

**COST CENTER: DEPARTMENT of SAFETY, SECURITY & EMERGENCY MANAGEMENT (9035)**

#### QUALIFICATIONS:

- Must have a high school diploma or GED.
- An Associate's Degree from an accredited educational institution or, equivalent experience in Emergency Management, Police, Fire, or Safety and Security preferably in a K-12 environment is preferred.
- Minimum five years experience in a supervisory role, emergency services preferred.
- Demonstrated ability to successfully assess and apply best practices and current technologies in safety and security, Vehicular Traffic Control Systems, Surveillance Awareness, and Incident Command Operations.
- Ability to obtain a State of Florida Guardian License through a Certified Course when scheduled.
- Ability to obtain a State of Florida Class "D" Security Officer License when scheduled.
- Experience in training and/or education.
- Must be able to obtain certification in NCIC/FCIC and CJIS Level 2 certification
- Must satisfy a criminal background screening with no convictions, except minor traffic violations.
- Must be able to meet all FLDOE requirements for the School Safety Specialist with the exception of in-person training.
- Possess a valid driver's license.
- U.S. Citizen

#### KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of statutory, regulatory, and technical requirements in areas of responsibility.
- Ability to oversee, supervise, and effectively manage security personnel.
- Demonstrate ethical and professional leadership characteristics.
- Proficiency in the use of computers and specific software.
- The ability to test security equipment and systems, and analyze and diagnose issues within the systems. Ability to communicate effectively with supervisors, staff, and the public.
- Ability to follow verbal and written instructions.
- Ability to balance several job functions at one time.
- Familiar with emergency management/crisis planning, security camera systems, central station operation, access control systems, and two-way radio systems.
- Ability to work cooperatively with other District departments and outside agencies.
- Ability to coordinate districtwide training.
- Familiarization with NIMS.

#### REPORTS TO:

Director of Safety, Security & Emergency Management

#### JOB OBJECTIVE:

To ensure that the Sarasota County School District is in compliance with all rules and regulations as provided by the Federal, State, and local government for the school district, traditional and charter schools. Supervise school-based security staff and ensure the department is providing enhanced services to each campus.

## **SAFETY AND SECURITY COORDINATOR (Continued)**

### **SUPERVISES:**

Campus Security Aides, School Safety Officers, Security Analysts, Central Security Monitors

### **PERFORMANCE RESPONSIBILITIES:**

- Plans, organizes, coordinates, and supervises the operations and personnel assigned to their area of responsibility.
- Schedules and assigns personnel, equipment, and resources to provide efficient and effective services for the safety and security of all campuses, students, staff, visitors, and all properties owned, leased, or rented by the Sarasota County School board.
- Supervises operations, activities, and personnel assigned to their sectors; evaluates operations, personnel, and records to ensure compliance with department goals and objectives and identify deficiencies; develops means to correct weaknesses and increase the effectiveness of services provided by those under their supervision, including training, discipline, maintaining a high level of morale, performance, and reviewing informal and formal subordinate performance evaluations.
- Serves as liaison between the Office of Safety, Security, and Emergency Management and school administrators, staff, students, parents, other agencies, and community stakeholders.
- Knowledge of statutory, regulatory, and technical requirements in areas of responsibility.
- Demonstrate ethical and professional leadership characteristics.
- Proficiency in the use of computers and specific software. Ability to communicate effectively with supervisors, staff, and the public.
- Ability to follow verbal and written instructions.
- Ability to balance several job functions at one time.
- Familiar with emergency management/crisis planning, security camera systems, central station operation, access control systems, and two-way radio systems.
- Ability to work cooperatively with other District departments and outside agencies.
- Ability to coordinate districtwide training for subordinates and district and school-based staff.
- Attend staff meetings, and prepare reports and records relative to the schools and staff supervised.
- Perform related command duties as required.
- Assist as requested the school's police department and school-based administrators in, coordinating, and implementing protection/security/response strategies for significant and special events held on school properties. These include but are not limited to graduations, athletic events, musical events, assemblies, protests, and walkouts. This also includes events sponsored by community groups and held on school properties.
- Assist the school-based safety teams in all Florida Safe Schools Assessments of all schools and buildings within their assigned areas of responsibility.
- Responds to major and/or critical incidents at schools during any hour of the day or night; may direct and/or command the activities of subordinates during major incidents.
- Provides periodic and continuing formal and informal evaluation of subordinate personnel including counseling as a means of improving individual job performance; assists subordinates in the establishment of work-related goals for individual improvement and professional development.
- Performs duties of subordinates which may include working at a school, safety and security activities, patrolling campus, and checking doors and gates.
- Prepares and maintains statistical and monthly statistics of assigned subordinates.
- Performs other related duties as directed.
- Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those

## **SAFETY AND SECURITY COORDINATOR (Continued)**

specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

### **PHYSICAL REQUIREMENTS:**

Primary duties/activities are performed outdoors and are served from a vehicle and on foot in extreme heat and varying environmental conditions. The job's duties subject this position to periods of high activity and stress under demanding conditions. A workday may include morning, day, and night hours. A day's activities may include standing, walking, running, bending, climbing, stooping, pushing, pulling, lifting, reaching, and sitting. Normal dexterity, visual acuity (with or without corrective lenses), hearing, talking, shouting, and firm grasping is also required to carry out essential functions. At times, physical resistance from active subjects may be encountered. A work day may include morning, day, and night hours. A day's activities may include standing, walking, running, bending, climbing, stooping, pushing, pulling, lifting, reaching, and sitting. Normal dexterity, visual acuity (with or without corrective lenses), hearing, talking, shouting, and firm grasping is also required to carry out essential functions.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of work year and hours of employment shall be established by the District.

### **EVALUATION:**

The performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel.

### **Job Description Supplement No. 6**