

SCHOOL DISTRICT OF WASHINGTON COUNTY

JOB DESCRIPTION

DISTRICT SCHOOL SAFETY SPECIALIST

QUALIFICATIONS:

Education

- A. Master's Degree from an accredited educational institution
- B. Certification in educational leadership or Certification as Principal
- C. Minimum of five (5) years successful teaching experience
- D. Minimum of five (5) years administrative experience
- E. Must earn certification as School Safety Specialist within 1 year after appointment

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the Washington County Schools, leadership teams, School Board Policies and Procedures related to all aspects of assigned job. Demonstrated skills in collaboration with multi-teams. Ability to plan, organize and prioritize. Strong observation skills. Advanced oral and written communication.

REPORTS TO:

Superintendent of Schools

JOB GOAL

To coordinate all phases of school safety and security for staff and students.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- (1) Develop, review, and revise policies and procedures for compliance with State law and rules regarding Safe Schools.
- (2) Develop policies and procedures for the establishment of threat assessment teams at each school.
- (3) Serve as the lead liaison with DOE Director of Office of Safe Schools.
- (4) Serve as the School District liaison with local public safety agencies and national, state, and community agencies and organizations in matters of school safety and security.
- (5) Responsible for conducting a school security risk assessment (per F.S. 1006.1493) at each public school using the school security risk assessment developed by the Office of Safe Schools.
- (6) Coordinates between school administrators and local law enforcement to implement preventative programs and to disseminate information.
- (7) Communicates with parents and community regarding safe schools.
- (8) Serve as the District contact for drop-out prevention, including truancy.
- (9) Serve as the District contact for the prevention of bullying.
- (10) Oversee procedures related to emergency planning and emergency drills.
- (11) Serve as the District contact for use of facilities for emergency shelters.
- (12) Monitor the operational budget for Safe Schools.
- (13) Prepare all required reports and maintain all appropriate records.

District School Safety Specialist

- (14) Maintain a close working relationship with school personnel to ensure information exchange, coordination of efforts and general support for the decision-making process in the area of school safety and security.
- (15) Use effective, positive interpersonal communication skills.
- (16) Other duties assigned by the immediate administrator or supervisor.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan for District-Level Administrators.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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