

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

DIRECTOR OF SCHOOL SAFETY

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in educational leadership or Certification as Principal.
- (3) Minimum of five (5) years successful teaching experience.
- (4) Minimum of five (5) years administrative experience.
- (5) Must hold certification as School Safety Specialist
- (6) Knowledge of school safety and law enforcement policies and procedures, crime prevention, investigations, life safety programs and emergency management operations
- (7) Years of experience in certified law enforcement or military experience may be used in lieu of 14.
- (8) Supervise School Guardian Program.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the Levy 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:

Assistant Superintendent, Administration

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. (FSSAT Requirements)
- * (2) Develop policies and procedures for the establishment of threat assessment teams at each school. (FSSAT Requirements)
- * (3) Serve as the lead liaison with D.O.E. Director of the 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 State Schools. * (6) Coordinates between school administrators and local law enforcement to implement preventive programs and to disseminate information. Communicates with parents and the community regarding safe schools.
- (7) Serve as the District contact for drop-out prevention, including truancy.

DIRECTOR, OF SCHOOL SAFETY (Continued)

- (8) Serve as the District contact for the prevention of bullying.
- (9) Oversee procedures related to emergency planning and emergency drills.
- (10) Serve as the District contact for Character Education.
- (12) Monitor the operational budget for Safe Schools.
- (13) Prepare all required reports and maintain all appropriate records.
- (14) Serve as District liaison for Juvenile Justice.
- (15) 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.
- *(16) Use effective, positive interpersonal communication skills.
- (17) Other duties assigned by the immediate administrator or supervisor.
- (18) Oversee procedures related to Threat Assessment meetings and support school-based teams with suicide and threat assessments as needed.
- *(19) Oversee the training for Youth Mental Health First Aid trainers to meet the Safe School requirement for all school board employees to be trained.
- *(20) Ensure mental health training for staff and students is properly reported to the state and maintain all records to support training has been completed.
- (21) Assist the Student Services Department in training all county middle/high schools regarding the prevention of bullying.
- *(22) Be knowledgeable and assist with district compliance with the state's Jessica Lunsford Act as it pertains to school board employees, volunteers, and vendors. *(23) Work with administrators, faculty, staff and students at each school to ensure proper security safety measures are implemented as related to students, employees, facilities, and property.
- (24) Provide necessary training and resources to students and school district staff in matters relating to youth mental health awareness and assistance; emergency procedures, including active shooter training; and school safety security.
- (25) Ability to work in a constant state of alertness and safe manner.

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. 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.

*Essential Performance Responsibilities

Job Description Supplement Code 3

Lane A2

DOE Job Code 72008

Board Approval 12/10/24

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