



## **JOB DESCRIPTION – District School Safety Specialist**

### **JOB GOAL:**

To direct School Safety Services for the District in compliance with law, policy, and regulations in a manner that will ensure the safety and security of students and staff. Plan for and conduct training exercises as required by law and to seek innovative solutions to assist the District in risk management. To assist school-based administrators with crisis management teams, coordinate efforts for the establishment and improvement of district and school safety plans and ensure grounds/campuses are clean.

### **QUALIFICATIONS:**

1. Bachelor's Degree is preferred.
2. Minimum of five (5) years successful experience in education, to include school administrative or supervisory experiences are preferred.
3. Other related professional experience preferred includes student engagement, staff development, and parental involvement.
4. Law Enforcement experience preferred.

**REPORTS TO:** Assistant Superintendent of Schools

**SUPERVISES:** School Resource Officers & Custodial Staff

**PERFORMANCE AREAS:** Safety & Security  
Custodial & Grounds

### **PERFORMANCE RESPONSIBILITIES:**

1. Recommend to the Superintendent all safety-related needs for the District.
2. Ensure the administration of established procedures to conduct background checks and fingerprinting, ensuring the safety and security of students and staff.
3. Coordinate the evaluation and assessment process for the district's safety programs and protocols.
4. Coordinate the annual update of the Student Code of Conduct, ensuring its compliance with required safety protocols (as required by SB 7026).
5. Serve as the School Safety Specialist (as required by SB 7026) for school and district safety and security.
6. Maintain regular liaison with Department of Education Office of Safe Schools and other state agencies concerned with safety and security.
7. Ensure compliance with the Florida Safe Schools Assessment Tool (as required by SB 7026).
8. Coordinate the continuing education and inservice training for youth mental health awareness and assistance (as required by SB 7026), in conjunction with the Student & Family Support Liaison.
9. Provide supervision and oversight for all school safety and security personnel, policies, and procedures in the school district.
10. Review safety and risk management policies for compliance with state/law rules.

11. Provide training and resources to students and staff, relating to emergency procedures and school safety and security.
12. Conduct a school security risk assessment at each public school (as required by SB 7026) using the school security risk assessment tool developed by the Office of Safe Schools and provides recommendations to the Superintendent, based on assessment findings.
13. Report risk assessment findings and school board action to the Office of Safe Schools within 30 days (as required by SB 7026).
14. Act as a liaison between the school district and local law enforcement agencies.

**EMERGENCY DRILLS; EMERGENCY PROCEDURES** (as required by SB 7026)

15. Formulate and prescribe policies and procedures for all faculty and students, in consultation with the appropriate public safety agencies regarding active shooter and hostage situations.
16. Establish emergency response policies that identify the individuals responsible for contacting the primary emergency response agency.
17. Establish model emergency management and emergency preparedness procedures, ensuring compliance with state law.
18. Establish a schedule to test the functionality and coverage capacity of all emergency communication systems.
19. Represent district at Emergency Operations Center.

**SAFETY AND SECURITY BEST PRACTICES** (as required by SB 7026)

20. Assist the Superintendent of Schools in the establishment of policies and procedures for the prevention of violence on school grounds, including the assessment of and intervention for individuals whose behavior poses a threat to the safety of the school community.

**THREAT ASSESSMENT TEAMS** (as required by SB 7026)

21. Recommend to the Superintendent of Schools and the School Board policies for the establishment of threat assessment teams at each school that are consistent with the model policies developed by the Office of Safe Schools.

**STUDENT CRIME WATCH**

22. Administer the student crime watch program (as required by SB 7026) which allows students and members of the community to anonymously relay information concerning unsafe and potentially harmful, dangerous, violent, or criminal activities, or the threat of these activities, to school officials and the appropriate public safety agencies.
23. Develop and manage Hardening grant and all grants that pertain to school safety.
24. Perform all other duties as assigned by the Superintendent.

**FACILITIES AND MAINTENANCE**

25. Authorize procurement of materials and supplies.
26. Administer bids, evaluation and/or purchase of supplies, materials, and equipment.
27. Administer the district-wide custodial program and grounds activities to ensure efficient and lawful functioning of the school district.
28. Prepare reports and maintain records required by statute.
29. Responsible for policies, procedures, and practices of inventory, warehousing, and distribution.
30. Confer regularly with district administrators on the adequacy of services for all departments, to include custodial staffs at all sites.

**PHYSICAL REQUIREMENTS:** Light Work: Exerting up to 40 pounds of force occasionally and/or up to 30 pounds of force as needed to move objects.

**OTHER REQUIREMENTS:** Successful completion of the school safety specialist training provided by the Office of Safe Schools within 1 year after appointment (as required by SB 7026).

**TERMS OF EMPLOYMENT:** 12 month position  
Salary and benefits shall be paid consistent with the district's approved compensation plan.

**EVALUATION:**  
Performance of this job will be evaluated in accordance with provisions of the Board's policy.

**ACKNOWLEDGMENT:**  
My signature below acknowledges receipt of my job description. It has been discussed with me, and I agree to fulfill the performance and behavior/conduct expectations contained herein.

\_\_\_\_\_  
**Employee's Name (Print)**

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor's Name (Print)**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Date**

**SCHOOL BOARD APPROVED:**