



REVISED: Submitted:  
07/01/2019 06/11/2019

JOB TITLE:	COORDINATOR IN-SCHOOL SECURITY
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8252
BARGAINING UNIT:	CLAP

#### SCOPE OF RESPONSIBILITIES

Provides leadership to in-school security staff. Designs and implements an on-going training program for in-school security staff. Assesses security needs for school sites using both personnel and facility assessment tools.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assesses training needs for in-school security monitors and provides on-site training

Facilitates the annual training program for in-school security monitors

Makes site visits for annual security needs assessment for both facility and personnel

Coordinates specific security matters with safety personnel on an as-needed basis

Provides individualized training for both in-school security and other personnel identified by the local school administration in safe physical management techniques

Performs physical assessments at bus compounds and facilitates corrections of security deterrents

Serves as a representative at regular District meetings related to security issues

Schedules in-school security monitors for special assignments

Serves as primary contact for administrative sites with security concerns

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

#### PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing or pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires activities involving exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

#### MINIMUM QUALIFICATIONS

High School diploma or G.E.D.

Five (5) years of successful experience in the field of security and investigations

Ability to write grants and proposals

Valid driver's license

Effective written and oral communication skills

#### DESIRABLE QUALIFICATIONS

Bachelor's degree with emphasis in criminal justice

Advance preparation in law enforcement

Experience in a diverse workplace

