



REVISED:  
07/01/2017

JOB TITLE:	SAFE CRISIS MANAGEMENT COORDINATOR
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 8
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4217
BARGAINING UNIT:	CERX

**SCOPE OF RESPONSIBILITIES**

Provides leadership and coordination of district-wide Safe Crisis Management and routinely affects more than one major unit or department; involves diversified but generally standardized choice of action defined by a wide range of established rules and procedures; decisions routinely and generally have short/ long term impact; outside the unit requires judgement to modify conditions and resolve misunderstandings; refers unusual matters to supervisor.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Provides leadership to coordination of Safe Crisis Management and evaluates staff assigned
- Develops, establishes, and oversees the implementation of Safe Crisis Management; prepares/delivers/assists with training opportunities as appropriate, including facilitation of on-going training of Safe Crisis Management
- Serves as liaison with other units, departments or outside agencies as required
- Makes recommendations regarding implementation of Safe Crisis Management and evaluates effectiveness as assigned; maintains communication and works closely with district staff, local school staff, and the community regarding information, developments, and implementation of Safe Crisis Management
- Ensures accuracy and prepares and/or assists in preparation or reports, records and other documentation as required
- Ensures school and district compliance with the requirements of KAR 7:16 and assures compliance with federal, state, and district policy, administrative procedures, and negotiated agreements as applicable to assignment
- Responsible for the coordination and supervision in the area of behavior management, positive behavioral supports, de- escalation strategies, and physical assists to school personnel identified by school administration in Safe Crisis Management techniques
- Provides direction to Safe Crisis Management instructors; makes site visits to ensure correct implementation of Safe Crisis Management
- Performs other duties as assigned by supervisor

**PHYSICAL DEMANDS**

At times the work is primarily sedentary, however it will require the ability to model and demonstrate Safe Crisis Management techniques and strategies. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light to heavy weights. The work requires the use of hands for grasping and fine manipulations. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

**MINIMUM QUALIFICATIONS**

- Master's Degree
- Three (3) years successful teaching experience
- Kentucky Professional Certification in Administration and/or Supervision
- Safe Crisis Management Certification

Effective communication skills
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<b>DESIRABLE QUALIFICATIONS</b>
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Proven leadership ability
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Experience with diverse populations
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