



NEW: Submitted:  
01/28/2022 01/27/2022

JOB TITLE:	ADMINISTRATOR SAFETY
DIVISION	ACADEMIC SCHOOLS
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	200 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8379
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Under the supervision of the Principal, coordinates and supports all aspects of school safety. Works to foster positive school culture and climate; to build relationships of trust with students and employees, and to maintain positive relationships with school stakeholders. Participates in maintaining a safe and orderly school environment. Works closely with the District Security and Investigations department and school staff to support students and staff. Ensures alignment with the Culture and Climate department initiatives and priorities to maintain consistency across the District

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Collaborates with District and community stakeholders to identify, respond, and mitigate school safety issues
- Participates with the School Safety Team to implement District Threat Assessment procedures, protocols, and guidelines in response to threats (personal, virtual, etc.)
- Coordinates law-related investigations with campus administrators, Security and Investigations, and local law enforcement
- Oversees the school campus for safety purposes
- Fosters positive school culture and climate, builds relationships of trust with students and staff, and maintains positive relationships with school stakeholders
- Responds to issues regarding staff and student safety and coordinates with SSO on issues involving criminal activity
- Assists law enforcement agencies and District departments to ensure school safety
- Coordinates development, communication, updates, and implementation of the School Safety and Emergency Procedures Manual in coordination with the District School Safety Coordinator and campus administrators
- Addresses safety issues promptly
- Coordinates State and District mandated school safety drills
- Maintains Safe Crisis Management (SCM) certification and ensures SCM team members certifications are current
- Attends required meetings with Culture and Climate department
- Coordinates emergency personnel (EMS) when needed
- Coordinates security for extracurricular and school-sponsored events
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by the supervisor

**PHYSICAL DEMANDS**

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing, and 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, reaching, with the ability to lift, carry, push, or pull heavy weights the work requires activities involving exposure to marked changes in temperatures and humidity, driving automotive equipment, and exposure to dust, fumes and gasses.

MINIMUM QUALIFICATIONS
Bachelor's Degree
Successful experience with leading operational responses
Successful experience working with youth from diverse backgrounds
Effective communication skills

DESIRABLE QUALIFICATIONS
Knowledge of school system policies and procedures
Experience in a diverse workplace