



REVISED: Submitted:  
07/01/2023 03/28/2023

JOB TITLE:	MANAGER SAFETY ADMINISTRATOR SUPPORT
DIVISION	CHIEF OF STAFF
SALARY SCHEDULE/GRADE:	II, GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8753
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Under the supervision of the Assistant Superintendent for Culture and Climate, coordinates and supports all aspects of the school safety administrator position. 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. 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

Oversees District-wide implementation of District Threat Assessment protocols, guidelines, and School Safety Teams in response to threats (personal, virtual, etc.)

Manages law-related investigations with campus administrators, Security and Investigations, and local law enforcement

Oversees all trainings relevant to the school-based Safety Administrator Position

Communicates regularly with principals and school safety administrators in addressing needs, supports, and oversight of the school-based Safety Administrator (i.e. email, site visits)

Assists in the hiring process for all school-based Safety Administrators

Manages high level threat assessments and safety situations in collaboration with the school-based safety administrator, Security and Investigations, District violence prevention staff, and local law enforcement

Conducts regular meetings with the school-based Safety Administrators to identify needs and provide support

Coordinates training, 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 training, compliance, and oversight of State and District mandated school safety drills

Maintains Safe Crisis Management (SCM) certification and coordinates with the Supervisor to ensure certifications are current with all Safety Administrators

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
Five (5) years of successful experience as a program coordinator or leader
Successful experience with leading operational or crisis responses
Effective communication skills

DESIRABLE QUALIFICATIONS
Kentucky Professional Certification in Administration and Supervision
Demonstrated knowledge of District policies and procedures
Prior law enforcement experience
Experience in a diverse workplace