

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

**ADMINISTRATOR (COORDINATOR)
SCHOOL SAFETY AND SECURITY 77608**

QUALIFICATIONS:

- (1) Minimum of seven (7) years in a public school system.
- (2) Minimum of seven (7) years Law Enforcement experience.
- (3) Possess a Bachelor's Degree.
- (4) Master's Degree in Educational Administration or Educational Leadership preferred.
- (5) School Resource Officer experience preferred.
- (6) Possess a valid Florida driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of school law, criminal law, Department of Education rules, and School Board rules and regulations. Demonstrated skills in planning, research, and management. Ability to communicate effectively with school personnel, parents, law enforcement, various community agencies and members of the community.

REPORTS TO:

Executive Director, Information Services

JOB GOAL

To provide for the security and protection of all students, staff, and property. To develop programs and provide services which will promote a safe and orderly environment for all students to help ensure an educational experience of the highest quality.

SUPERVISES:

Attendance Assistant
Executive Secretary

PERFORMANCE RESPONSIBILITIES:

- (1)* Evaluate the district's security program on a continuing basis and recommend changes or draft plans as necessary.
- (2)* Coordinate the preparation of local, state and federal reports relative to areas of responsibilities.
- (3)* Assist with developing and coordinating cooperative agreements, interagency agreements, and contracts with other agencies.
- (4)* Serve as the district's emergency control officer, developing procedures and protocols to deal with emergencies and maintaining an emergency management plan.
- (5)* Act as a liaison with public safety authorities and school resource officers on all matters affecting school security.
- (6)* Coordinate any special security needs deemed necessary for school system meetings or activities.
- (7)* Work with administrators, faculty, staff and students at each school to ensure proper security and safety measures are implemented as related to students, employees, facilities, and property.
- (8)* Develop and implement prevention strategies in an effort to minimize the likelihood of school violence,
- (9)* Develop and coordinate an ongoing staff development program for employees who have security responsibilities.
- (10) Review Board policies and make recommendations regarding school safety and security.
- (11) Maintain information on Best Practices relative to school safety and security.

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- (12) Work with local agencies who maintain current data on juveniles involved in the criminal and juvenile justice system and assure that proper notification to school personnel is made as prescribed by Florida Statute.
- (13) Work with Communities In Schools in their oversight and coordination of the school volunteer program.
- (14)* Participate in training programs to increase individual skill and proficiency related to school safety and security.
- (15) Be knowledgeable and assist with district compliance with the State's Jessica Lunsford Act as it pertains to school board employees, volunteers, and vendors.
- (16) Provide required National Incident Management System (NIMS) training to all employees involved in shelter operations.
- (17) Conduct presentations to various community groups and organizations relative to school safety and security.
- (18)* Prepare and administer the department budget.
- (19) Coordinate and monitor, with PCSD, activities with the Florida and National School Resource Officers Association.
- (20) Serve as the Agency Administrator for the Putnam County School District Police Department.
- (21) Perform other duties as assigned by the Executive Director of Information Services.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 5

SALARY LOCATOR: Support Personnel Salary Schedule 3

Job Class 06

EEO Line 06