



OSCEOLA COUNTY DISTRICT

JOB DESCRIPTION

Position Title: Coordinator of Safety, Security and Emergency Management		Board Approved: June 05, 2018
Position Level: Administrative Salary Schedule/ 12 months	FLSA Status: Exempt	Reports to: Director of Safety, Security and Emergency Management

GENERAL DESCRIPTION

This position is primarily responsible for the district and charter school safety, security and protection for all students, staff, property and facilities. Assisting in the absence of the Director of Safety, Security and Emergency Management.

KEY RESPONSIBILITIES

Develop training for managers and employees in work-site safety practices, fire prevention, and correct handling techniques for chemical, toxins, equipment and other materials.

Analyze industrial accident causes and hazards to health for use by district personnel and outside agencies.

Oversee assigned inspections of facilities to detect existing or potential accident and health hazards; Provide corrective or preventative measures where indicated and follow up to ensure measures have been implemented.

Monitor the enforcement of various safety codes as mandated by applicable law, codes and/or statutes and functions as the Authority Having Jurisdiction (AHJ) for all fire and safety code compliance issues. Coordinate Safety, Asbestos Hazard Emergency Response Act (AHERA), Environmental and Fire Safety regulations and manage the district's Indoor Air Quality (IAQ) program.

Monitor districtwide involvement in maintaining compliance in health, safety, security and environmental program areas.

Investigate any special security needs as deemed necessary for public meetings.

Work with administrators, faculty, staff, and students at each school to ensure proper security and safety measures are implemented as related to employees, property, and facilities.

Develop and coordinate an ongoing professional development program for employees who have safety, security and emergency management responsibilities.

Serve as a security consultant during the planning and designing of new facilities.

Work closely with local law enforcement agencies and Custodial Services regarding the scheduling of regular building checks, routine security procedures, and special security problems.

Act as a liaison with public safety authorities, school resource officers, charter schools, and district staff on all matters affecting school security.

Participate in the training programs offered to increase skill and proficiency related to assignments.

Assist the Director with liaison activities with law enforcement agencies to manage the School Resource Officer Program.

Monitor video surveillance systems and identify expansion needs.

Perform other duties as assigned by the Supervisor.

CLASS SPECIFICATION

Position Title: Coordinator of Safety, Security and Emergency Management	Reports to: Director of Safety, Security and Emergency Management	Position Level: Administrative Salary Schedule
---	--	---

KEY JOB REQUIREMENTS	
<i>Formal Education:</i>	Bachelor's degree with major course work in criminology, police administrator or related field or Master's degree with certification in Educational Leadership, School Principal, Administration/Supervision or Vocational Education Director.
<i>Work Experience:</i>	Four (4) years law enforcement officer or related work to include two (2) years of supervisory experience or three (3) years of successful school district administrative experience. Law Enforcement training or experience preferred
<i>Impact of Actions:</i>	Makes decisions and final recommendations which routinely affect the activities of an entire department/facility/school.
<i>Complexity:</i>	Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Supervision is present to establish broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to set objectives, coordinate activities within a department or to complete a project. Actions taken may be based on similar situation encountered in the past.
<i>Communications:</i>	Requires regular contact with internal and external persons of importance and influence. Involving considerable tact, discretion and persuasion in gaining the cooperation of others. Requires the handling of delicate relationships and complex situations.
<i>Managerial Skills:</i>	Responsible for making recommendations within one department in the areas of compensation, staff selection, disciplinary action, complaints, employee performance, appraisal, and similar supervisory duties. Plans assigns and evaluates the work of subordinates for effective operations and results of the unit.
<i>Planning:</i>	Four to Twelve Months: Plan events that will occur during the year, and have some effect on the department's annual expenditures, and or revenues.
<i>Job-Related Knowledge and Skills:</i>	Advanced Professional Skills: The professional theory and practice of the level above, but applied at the advanced level of a "seasoned" professional. Requires extensive knowledge of their professional disciplines and a working knowledge of related fields. Understands information in several unrelated professional disciplines.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.