



## SAFETY AND SECURITY COORDINATOR

### Purpose Statement

The job of the Safety and Security Coordinator was established for the purposes/s of assisting the Attendance, Safety & Security Director with maintaining a safe and secure environment for students, employees, and visitors by helping to enforce all safety and security policies and programs designed to meet the needs of the District.

This job reports to the District Attendance, Safety, and Security Director.

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### Essential Functions

- Communicates security policies and procedures by studying organization operations and schedules, establishes internal controls, conducts inspections as appropriate, and reports potential hazards to appropriate departments ensuring compliance with security guidelines.
- Secures facilities, equipment, students and personnel by working in conjunction with the appropriate District departments in recommending safety and security equipment purchases and upgrades, maintains records of fire and other emergency drills and conducts drills when appropriate, supervises and maintains access control and key distribution for designated schools.
- Evaluates safety, security and emergency preparedness assessments by conducting and/or coordinating annual safety, security and emergency preparedness assessments of designated schools and makes improvement recommendation to the District Attendance, Safety & Security Director.
- Provides oversight, evaluation and documentation for safety, security and emergency preparedness training in coordination with the District Attendance, Safety & Security Director.
- Conducts safety, security, and emergency preparedness training by developing, scheduling and/or facilitating training for staff, students and public safety officials relating to school safety, security and emergency awareness.
- Works with law enforcement and emergency management professionals to conduct vulnerability assessment of WCS schools to locate areas of improvement in safety and security practices.
- Works with the Human Resources department to ensure approval of school volunteers including background checks and clearance and effectively communicates the information with appropriate school staff and/or SRO Officer.
- Implements security and safety planning to support academic processes of each school by creatively implementing best practices in safety, security and emergency preparedness with proper adaptation to the environment, creativity and innovation so the process of education can be enhanced rather than impeded by safety efforts.
- Organizes communication with administration, public relations, first responders and other appropriate personnel working within the National Incident Management System.
- Assists Human Resources, local officials, and/or other District personnel with investigations as needed to ensure thoroughness in a timely manner.

### Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.



# Williamson County Schools

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## Job Requirements: Minimum Qualifications

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: apply pertinent policies, regulations and/or laws; preparing and maintaining accurate records; a thorough understanding of district and state regulations; and operating standard office equipment including pertinent software applications.

KNOWLEDGE is required to perform basic math functions; read a variety of manuals, write documents following prescribed formats, present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; and effective communication tactics.

ABILITY is required to schedule activities and work with a wide diversity of individuals; gather and/or collate data, use basic math and job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Problem solving is required to identify issues and create action plans. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; and working flexible hours.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 30% walking, and 50% standing. The job is performed under conditions with some exposure to risk of injury and/or illness and in a clean atmosphere.

**EXPERIENCE:** Experience in a learning and/or safety environment is required.

**EDUCATION:** Bachelor's degree in related field preferred.

**EQUIVALENCY:** None Specified

**REQUIRED TESTING:**  
Pre-Employment Drug & Alcohol Screening

### CONTINUING EDUCATION / TRAINING:

**CERTIFICATES & LICENSES:**  
None Specified

**FLSA STATUS:**  
Exempt

**CLEARANCES:**  
Criminal Justice Fingerprint/Background Clearance

**SALARY GRADE:**  
Classified



Pursuant to the Williamson County Board of Education's policy of equal opportunity employment, Williamson County Schools does not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, genetic information, pregnancy, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.