



## PROGRAM COORDINATOR – STUDENT WELLNESS AND SCHOOL SAFETY

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### Position Summary

The purpose of this position is to support a safe and secure learning environment for students, staff, and visitors at District facilities and events by coordinating, monitoring and providing program leadership and program administrative support. Under general supervision and in accordance with department and district policies and procedures this position uses comprehensive knowledge, technical expertise, and understanding of program and district operations to plan, coordinate, prepare, organize and train school based Campus Monitor and Security teams on program associated activities. Daily responsibilities may include ensuring adequate coverage for security patrols, interact with the community to promote a safe and healthy educational environment and Supporting department leadership's efforts to develop, create and document program specific procedures.

### Supervisory Relationship

This position reports directly to the Director of Student Wellness and School Safety. This position does not supervise others; may provide assignment and program level direction to other employees and/or volunteers.

### Essential Functions

1. Provides guidance to security team regarding program operational procedures. Assures compliance with district and program policies, procedures, and standards relative to program area; provides advice and training to district staff to assure proper practices and support program operations.
2. Serves as liaison between staff out in the field and Student Wellness and School Safety leadership teams.
3. Performs frequent site visits and check-ins with the Campus Security team in the field to provide support.
4. Supports response teams for critical incidents on or near district property; may function as liaison with emergency responders and community partners in accordance with district policy and as assigned.
5. Conducts site visits and check-ins with Campus Security Monitors in the field, coordinate a department response to building based staff need such as athletic directors, building administration and other stakeholders to address safety concerns.
6. Maintain and update program related documentation; prepare complex reports, including compiling, verifying, and interpreting complex and confidential information from multiple sources. Present program progress and related reports to district leadership as assigned.
7. Perform financial and accounting activities of the department or program, such as data entry and routine reporting. Verifies timekeeping and payroll submittals for accuracy and completeness. Performs basic and routine accounting duties, in accordance with established procedures.
8. Provides Crime Prevention Through Environmental Design (CPTED) site visits to detour crime on district property and provides input to district departments, as needed.

9. Enter and/or retrieve data from district selected specialized computer systems and databases for a variety of data specific to a program or programs.
10. Maintain, input, and update various types of files, logs and records, both digitally and manually; maintain program related district sponsored web presence and websites.
11. Schedule and prepare for appointments with program and department leadership, support staff and other stake holders as assigned.
12. Provide assistance and support for team members and projects as needed.
13. Maintains positive and effective working relationships with department staff, students, school personnel and community members from diverse cultures or backgrounds.
14. Maintains regular and prompt attendance.
15. Performs other related duties as assigned.

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

1. Knowledge of and ability to apply district rules, regulations, practices and procedures relating to safety and security of facilities, student and visitor conduct and student records.
2. Knowledge of state and federal laws regarding child abuse, sexual conduct, restraint and seclusion, and search and seizure.
3. Knowledge of report writing.
4. Ability to communicate effectively with other employees and students using tact, courtesy and good judgment.
5. Ability to appropriately intervene in emergency or potentially critical situations, diffuse potentially volatile situations, use English in both written and verbal form, communicate effectively with persons of varied educational and cultural backgrounds, document accurately.
6. Ability to establish positive relationships with students, staff, administrators, parents, and law enforcement agencies.
7. Ability to use sound judgment in the absence of an administrator.

### **Minimum Qualifications**

- Associate degree in Public Safety, Security Technology, or closely related field, or,
- High School Diploma or successful passage of the tests for General Education Development (G.E.D.); and
- Active certification from the Department of Public Safety Standards and Training (DPSST) as an unarmed private security officer (or ability to obtain certification within 90 days of hire), and
- Valid state issued driver's license.

### **Work Environment**

Work is performed in educational and office settings both indoors and outdoors. While performing job duties outside, employee may be exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals.

Must be physically capable of moving quickly, lifting, pushing, standing, walking, bending, stooping, twisting, kneeling, reaching, jumping and restraining and lift up to 75 pounds, when responding to students fighting, intruder pursuit, or other emergencies. Work environment may include exposure to blood-borne pathogens and sick, injured or agitated students. The position requires high levels of interaction with children and families from diverse backgrounds,

many of whom experience behavior, academic, or physiological challenges.

<b>ADDITIONAL INFORMATION</b>	
Employee Unit	OSEA
Pay Grade	Grade 12 – 12 Month Calendar
Developed by	Karen M. Hardin, Director of Human Resources
Last Revised	November 19, 2021