



## **COORDINATOR, SECURITY AND SAFE SCHOOLS**

### **GENERAL RESPONSIBILITIES**

Under the leadership of the Director of Safe Schools, the position is responsible for collaborating with departments and schools to promote best practices for a safe school environment, reviewing and updating Virginia Beach City Public Schools Emergency Response Plan, safety procedures, and emergency protocols. In addition, the position is responsible for working collaboratively with the Department of Technology and the Office of Maintenance Services to provide leadership in the implementation and continuous improvement of security-based technology throughout the school division.

### **ESSENTIAL FUNCTIONS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Analyze and track all vandalism and theft reports received from schools/departments.
- Coordinate all First Aid/CPR/AED training for the Office of Safe Schools.
- Establish, maintain, and track a database of mandatory and voluntary training completed by security assistants.
- Coordinate annual review and updates of the Emergency Procedures Guides for school and division facilities.
- Coordinate emergency drills at all non-school facilities.
- Conduct physical examinations of school division property to ensure compliance with security procedures and regulations.
- Attend various school sport activities and other special events to monitor safety measures in place, as assigned.
- Provide state mandated security assistant certification training.
- Provide crisis de-escalation training, to include physical interventions for safety, for security assistants and school staff.
- Supervise staff as assigned by the director.
- Evaluate assigned staff using the school division's performance evaluation system.
- Consult with school administrators regarding safety concerns.
- Work collaboratively to develop security plans for high school graduations; supervise security staff at high school graduations.
- Work as liaison for the school division governing the usage of the School Resource Officers' (SRO) program.
- Work collaboratively with school personnel and police precincts to increase security and police surveillance of school buildings during periods of heightened threat levels.
- Coordinate with school administrators and city staff for emergencies; to include evacuation, opening of emergency shelters, and reunification plans.
- Monitor building security and staff safety during shelter operations and elections at schools.
- Coordinate the delivery, distribution, repair, and inventory of the Office of Safe Schools' equipment (i.e. metal detectors, traffic cones, vests, walkie-talkies, etc.)
- Coordinate the delivery and distribution of educational materials regarding safe school practices.
- Coordinate the development and annual review of Virginia Beach City Public Schools' Continuity of Operations Plan.
- Coordinate the division's Visitor Management System training for staff.
- Collaborate with staff in the development of an annual summer training program for school administrators, and professional training for school staff and administrators.
- Collaborate with staff to identify potential safety grant opportunities.
- Serve as a member of various committees (i.e., School Safety Audit Committee, Safe Schools Advisory Committee)
- Perform related work as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Must have an understanding and knowledge of school emergency operations procedures and the skills necessary to use logic and reasoning to identify the strengths and weaknesses of alternative solutions or approaches to problems. Must have the ability to develop and present ideas effectively, both in oral and written form; ability to develop and deliver presentations, including tabletop exercises, utilizing the latest technology; ability to communicate organizational policies and procedures, monitor facilities or operational systems, and establish and maintain effective working relationships with school officials and associates. Must be able to effectively communicate and interact with all levels of administration and staff as well as the public. Must have the ability to work



independently, applying established procedures to varying situations as they arise. Ability to develop and maintain recordkeeping systems and procedures, skill in organizing resources and establishing priorities.

**EDUCATION AND EXPERIENCE**

**Required:**

Must have a bachelor’s degree.

Considerable experience in school operations or law enforcement.

**Preferred:**

Master’s Degree in Administration or Criminal Justice

Advanced knowledge and proficiency in technology.

A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls.

Frequent sitting, walking, standing, grasping, fingering, repetitive motion, and driving. Occasional bending, balancing, crouching, and reaching. Work involves moderate exposure to unusual elements such as extreme temperatures and hazards such as moving vehicles, moving mechanical parts, etc. and/or loud noises. Ability to lift up to 20 pounds and over 50 pounds rarely. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Regular and reliable attendance is an essential function of this position.

Possession of a valid driver’s license

Must complete and maintain the following required certifications:

Mandt System Crisis De-Escalation Training (recertification every two years)

Basic First-Aid Training (recertification every two years)

Automated External Defibrillator (AED) and Cardiopulmonary Resuscitation (CPR) (recertification every two years)

FLSA Status: Exempt	Description: 4/19, 7/20
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