

Leon County Public Schools Classification Specification

Salary Grade 25

Summary Information:

Classification Title: Coordinator, School Safety and Security

Date Prepared: 07/2008,05/2007

FLSA Status: Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires decision-making, which addresses major problems and policies which impact numerous organizational units, schools and/or the entire District. The position provides significant leeway to set objectives and determine methodology or techniques to accomplish results.

Activity Identification

Activity Name

406-A	Safety Program	Implement and evaluate safety and accident prevention programs. Educate students and staff.
405-A	Safety Compliance	Review and monitor the design, construction, renovation, and/or modification of new or existing structures to ensure compliance with legal standards. Includes personnel compliance with safety standards. Monitor and maintain athletic areas for liability and safety.
403	Investigations	Investigate possible cases of criminal offenses including the pursuit, apprehension and arrest of offenders. Investigate disruptions and incidents in the schools. Investigate, log, and monitor abuse to classrooms and public areas.
043	Complaint Investigation	Acknowledge, research, and respond to complaints received regarding district activities, programs, staff, etc. May include liaison and mediation activities among complainant, the district, and agencies. Does not include employee grievances.
408	Accident Analysis	Analyze accidents occurring on school grounds or involving school system vehicles and buses to improve safety program.
410 A	Disaster/Emergency Services	On call to report to any District school or facility to provide any emergency required services.
074	Develop Administrative Procedure and Practices	Develop, maintain, interpret, and execute administrative procedures and practices. (These procedures and practices do not require Board review or approval, although they may involve implementation of Board-approved policies.) This activity includes developing and maintaining manuals regarding policies, procedures, rules, bylaws, and standards for the district.
039	Cross Functional Collaboration	Plan and implement the actions/activities of the district/area/school staff from different offices/departments working in a collaborative fashion, drawing on diverse skills and strategies.

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Activity Name (cont.)

009	External Liaison	Coordinate activities or programs with outside agencies, such as vocational rehabilitation, police and fire departments and federal agencies, etc. Communicate information internally. Includes legislative liaison, both federal and state. Does not include parent liaison.
006	Long-Range Planning	Develop long-range (3 to 5 years) goals, objectives, and priorities for a school, department, program, or the district.
007	Short-Term Planning	Develop plans to deal with specific circumstances (0-1 year) including goals, objectives, and priorities for a school, department, program, or the district.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
320A	Budget Preparation – Programs/Projects	Conduct tasks related to the preparation of the annual budget for programs or projects.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience:

B.A. or B.S. Degree with six years related experience or A.A. Degree with eight years related experience; and Licensed Law Enforcement Officer

Supervisory Responsibility:

Yes

Type of Supervision:

Supervision applies to one or more organizational units with full responsibility for results in terms of costs, methods, and personnel administration.

Effective Date:

07/2008, 06/13/2007