

# SCHOOL SAFETY COORDINATOR JOB DESCRIPTION

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**Your School District:** \_\_\_\_\_

**Position Title: School Safety Coordinator**

- **Policy Code** \_\_\_\_\_
- **AFSCME: No**
- **Position Role: Supervisory/Administrative**
- **Hours/Day: 8.0**
- **Contract Days:** \_\_\_\_\_

**Reports To: District Administrator**

**Qualifications:**

1. High School Diploma or Equivalent.
2. Good written and oral communication skills.
3. Computer literacy.
4. Job related training or skills.
5. Ability to read and follow directions.
6. Ability to coordinate multiple tasks simultaneously.
7. Ability to functionally coordinate service provisions between schools and emergency service providers.
8. Ability to read and follow technical diagrams and blueprints.
9. Ability to assume responsibility, display initiative, and exercise good judgment.
10. Ability to work daily for periods of up to 8 hours or longer as required by situation.
11. Completion of Blood Borne Pathogen Training
12. Completion of OSHA required training.
13. Knowledge of MSDS chemical safety and OSHA requirements for record keeping.
14. Hold a valid drivers license and possess insurability.
15. Ability to handle and maintain confidential information regarding students, staff, parents etc....

**General Responsibilities:**

Performs coordination of school district safety programs including supervision of general building conditions, site based emergency response programs, and coordination of school based educational programs. The School Safety Coordinator is also responsible for coordination of school crisis response programs with the community and emergency service providers.

**Essential Job Functions:**

1. Perform daily walk through inspections of facilities including visual inspection of doors, landings, drop off zones and signage.
2. Coordinate and record chemical information for all materials stored and used in the facility and on the grounds.
3. Supervise members of building and grounds department for adherence to site safety standards.
4. Coordinate emergency response programs between the school and the general community.
5. Schedule and maintain fire evacuation, tornado evacuation, and other evacuation records as required by the Wisconsin Department of Commerce.
6. Verify monthly fire evacuation procedure and signaling action. (autodial system)
7. Collaborate on policy and procedure development for the school district.
8. Serve as a member of the school safety committee and make recommendations as needed for safe and orderly schools.
9. Prepare and maintain school safety and emergency response plans and coordinate review/revision at least bi annually.
10. Distribute copies of school safety and emergency response to all school service emergency providers annually.

11. Develop and revise as necessary blueprints and diagrams for emergency response providers. Including chemical storage sites, electric and water line locations and shutoffs, gas line locations and shutoffs, door evacuation locations and numbering, first aid and fire suppression equipment locations, and locations of any other safety related equipment used in the facility. Distribute to emergency service providers annually blueprints or diagrams with related information.
12. Distribute quarterly to the police department student directory information including name, parent's name, and contact information.
13. Coordinate emergency evacuation record keeping system and reporting of information to emergency service providers in the event of an emergency response episode.
14. Coordinate door locking systems and responsibilities for locking doors.
15. Coordinate employee training for all OSHA required areas.
16. Insure compliance with OSHA and Wisconsin Department of Commerce standards.
17. Perform routine walkthrough inspections of facilities including maintenance shops, industrial arts shops, art rooms, kitchens, locker rooms to insure adherence to safety standards.
18. Perform or coordinate yearly training in emergency response for all district employees.
19. Coordinate and develop budgets for school safety and emergency response.
20. Coordinate pesticide application and verify licenses of applicators doing service on school grounds.
21. Perform yearly safety audit in consultation with emergency service providers.
22. Perform yearly site safety student, parent, and employee review of procedures and concerns.
23. Maintain MSDS and chemical safety information as required by OSHA and the Wisconsin Department of Commerce.
24. Coordinate chemical disposal of unneeded or out of date chemicals. Maintain records of disposed materials and insure adherence to disposal requirements.
25. Recommend changes in safety systems and operations based on current industry knowledge and results of school safety reviews.
26. Coordinate with department chairs and school administration a review of educational delivery systems and information being delivered to student regarding safety topics. Recommend as necessary changes in safety related information being delivered to students.
27. Investigate job related safety issues and comply with insurance company recommendations regarding reduction in workforce injury rates.

**Non Essential Functions:**

1. Perform, as needed building security checks.
2. Perform, as needed changing of security system tapes or review of security system operations.
3. Operate school district vehicles as needed for performance or requested tasks.
4. Complete as requested updates on safety inspections and perform routine safety repairs as noted in safety audits.
5. Delegate responsibilities for repairs or updates as required based on safety audits.
6. Respond to emergency calls on off hours such as nights and weekends

**Other Job Functions:**

1. Perform other responsibilities as assigned by the school district administrator, principal, or designee.
2. Complete as required additional job related reports.
3. Promote a positive image of the school district at all times.

**Adopted:** \_\_\_\_\_

**Date of Review:** \_\_\_\_\_