

# SEMINOLE COUNTY PUBLIC SCHOOLS

## Job Description

### COORDINATOR, School Security

#### QUALIFICATIONS

- Bachelor's Degree in Criminal Justice or related field preferred.
- Training and/or experience in security, law enforcement and/or investigative work.
- Knowledge of commercial security and alarm systems.

**REPORTS TO** Director of-School Safety and Student Alternative Placement

**SUPERVISES** Support Staff

### POSITION GOAL

*To help provide for and ensure the security and protection for all students, staff and property, and to conduct investigation of incidents reported, and report results for appropriate dissemination and action.*

### PERFORMANCE RESPONSIBILITIES

1. \* Evaluate the district's security program on a continuing basis and recommend changes or draft plans as necessary.
2. \* Coordinate any special security needs as deemed necessary for public meetings.
3. \* Work with administrators, faculty and staff and students at each school to ensure proper security and safety measures are implemented as related to employees, property, and facilities.
4. \* Assist in recruiting, screening, training, assigning and evaluating district security personnel.
5. \* Maintain current data on juveniles involved in the criminal justice system and juvenile justice system and assure that proper notification to school personnel is made as prescribed by Florida Statute.
6. \* Work with purchasing officer to acquire security equipment that is appropriate to the needs of the schools.
7. \* Assist with the development and implementation of methods of storing and transporting school funds and records.
8. \* Develop and coordinate an ongoing staff development program for employees who have security responsibilities.
9. \* Serve as a district contact person to provide or coordinate inservice activities for student groups on various aspects of school security as requested by the principal.
10. \* Develop and implement strategies to minimize property loss and maintain inventory control.
11. \* Serve as the district's emergency control officer, developing procedures and protocols to deal with emergencies and maintaining an emergency management plan.
12. \* Serve as a security consultant during the planning and designing of new facilities.
13. \* Work closely with local law enforcement agencies and the Department of Custodial Services regarding the scheduling of regular building checks, routine security procedures, and special security problems.
14. \* Act as a liaison with public safety authorities and school resource officers on all matters affecting school security.
15. \* Assist with surveillance relating to allegations of employee misconduct as requested by the Ombudsman.
16. \* Participate in the training programs offered to increase the individual's skill and proficiency related to the assignments.
17. \* Coordinate fingerprinting of new employees during New Employee Orientation.
18. \* Advise the Director of School Safety and Student Alternative Placement regarding all security measures.
19. \* Coordinate and promote the Silent Witness Program (Save-A-Friend Hotline) which includes screening calls and providing proper notification to the appropriate schools, law enforcement agencies, and social services agencies.
20. \* Develop and implement prevention strategies in an effort to minimize the likelihood of school violence.
21. \* Conduct presentations to various community groups and organizations relative to school security.
22. Perform other duties as assigned by the Director of School Safety and Student Alternative Placement.

*\*Denotes essential job function/ADA*

### TERMS OF EMPLOYMENT

**PAY GRADE**

District Salary Schedule  
**AO-07-E \$71,237 - \$109,172**  
 M-12 D-258 H-1935

**POSITION CODES**

PeopleSoft Position **TBA**  
 Personnel Category **12**  
 EEO-5 Line **44**

Function **7200**  
 Survey Code **79021**  
 Job Code **2013**

**ADA CODES**

2 **TBA**  
 3 **TBA**  
 4 **TBA**

**BOARD APPROVED**

**September 21, 1999**