



JOB DESCRIPTION

JOB TITLE: School Operations & Safety Coordinator

Position Type: Exempt	Department: Administrative Leadership & Services
Salary Schedule: Exempt	Reports to: Director of Administrative Leadership & Services
Salary Range: 5	
Term of Employment: 12 months	Date: April 11, 2024
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Contributes to the efficient operation of the Administrative Leadership & Services Department.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Oversees development, implementation, and training (including FEMA) of school and district office Emergency Operations Planning and safe school practices.
- Serves as district liaison for schools and district office during emergency events, in all annexes.
- Develops systematic safety procedures for schools and district buildings.
- Tracks and organizes data relative to student threat assessments.
- Works with local police and MCSO.
- Organizes, analyzes, and provides recommendations from Homeland Security audits of schools and district buildings.
- Oversees implementation of CUTS program.
- Meets with parents and community to greet and provide information and customary courtesies.
- Provides guidance and assistances with solutions regarding educational and community issues.

- Works with schools to ensure compliance with laws, policies and procedures of the district.
- Orchestrates and attends student hearings, notifies parents/guardians, schedules hearings with the hearing officer and school administration, coordinates appeal/expulsion hearings with the Governing Board, and maintains statistics on suspensions, expulsions and hearings via spreadsheet for analytical purposes. Develops communication on this topic for the Governing Board.
- Receives and reviews all court orders received by District staff and advises District staff on procedural actions required by court orders.
- Compiles data as needed and required in response to court orders.
- Monitors Incident Management System for compliance for schools and the district.
- Updates and trains staff on changes in running reports and compiling data in procedures and the process regarding student discipline.
- Leads the annual Student Rights and Responsibilities Handbook Committee to ensure compliance with current laws, policies and procedures.
- Attends training, as needed, for front office staff to ensure consistent communication of current policies and procedures.
- Serves as program coordinator for SEVIS (Student Exchange and Visitor Information System) as part of U.S. Immigration and Customs Enforcement. Issues all I-20s for the F-1 Visas. Tracks and reports all corresponding student data to federal government.
- Communicates and collaborates with parents, students, and staff; compiles and manages forms, reports, and records; and executes task on behalf of the supervisor.
- Researches facts, data, and legislation, and validates data accuracy from multiple sources.
- Tracks and updates legal statutes, maintains manual and computerized files, and meets additional department-specific requirements.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- None.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Outstanding customer service skills
- Effective time management under constraints
- Adherence to attendance and appearance guidelines

- Team player with strong organizational and multitasking abilities
- Detail-oriented, self-motivated, and excellent communication skills
- Ability to handle stress and maintain confidentiality
- Flexibility, good judgement, and ability to stay updated with job-related information
- Proficiency in reading, interpreting, and writing various instructions and reports
- Basic mathematical skills including computation of rates, ratios, and percentages
- Problem-solving skills in one-on-one and group settings
- Strong interpersonal skills
- Basic computer knowledge and ability to operate specific tools or equipment

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED).
- One to three months related experience and/or training.
- Equivalent combination of education and experience.

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, talk, and hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, taste, or smell.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually quiet.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.