

Window Rock Unified School District No. 8

Position Description

Position Title	Safe Schools Coordinator
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Date Revised January 2006
Status Classified
Salary Level Special Classified Salary Schedule
Work Year 12 months

**Qualifications/
Certificate/Licenses**

- Must possess a minimum of an AA degree in Criminal Justice or related field
- Must know and be familiar with the community
- Must be in good health and physical condition
- Must pass a Criminal and Financial background check
- Minimum of five years experience in Law Enforcement
- Ability to establish and maintain effective working relationship with other school employees, students and the public
- Possess a Valid Arizona Driver License
- Possess an Arizona State Security Officer Certificate

Job Goal To coordinate all activities to ensure a safe drug free environment throughout the District.

Essential Duties

- Works with District Administrator in the planning and implementation of Safe School Programs and Grants.
- Manages the documentation and reporting requirement of Safe School Program and Grants
- Acts as District Liaison to community regarding all safe schools programs, activities and issues.
- Serves as the Homeless Liaison for the District, will work with building level supervisors to ensure management of policies and procedures are implemented, and maintained
- Responsible for the operation and supervision of the District's Security Department.
- Complies with all Window Rock Unified School District #8 policies and procedures.
- Works with building level administrators to practice regular safety exercises
- Establishes a working budget for the Security Department.
- Assumes responsibility for keys assigned to security department.
- Plans for future needs and growth of Security Department.
- Maintain personnel files on Security Department employees and performs annual evaluation on employees.
- Maintain control of Security equipment and inventory.
- Assumes and supervises the security checks of all district facilities and properties.
- Document and keeps District Administration informed of all incidences of students and staff safety, damage to District property, and suspicious activities.
- Plan and supervise security and traffic control for district and school functions.
- Maintain and checks that daily log and security incident reports of security officers.
- Acts as confidential courier for district documents.
- Acts as district contact with all other law enforcement agencies.
- Establish incident command during emergencies involving the District.
- Attends professional development activities to improve knowledge and trends

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- on security and safe school issues.
- Provides training for district personnel.
- Performs other duties as assigned by Human Resource Director.

Physical Effort and Working Environment

Must be physically fit and able to perform the duties of a security officer and supervisor.

**Supervision Given
Supervision Received**

All Security Staff
Human Resource Director

The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent.

Supervisors signature

Date

Employees signature

Date

Board Approved: 02/08/2006