



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0505
Pay Grade: C08

FLSA: Exempt
Administrative

ADMINISTRATOR, SCHOOL SAFETY
REPORTS TO: Associate Superintendent, Operational Services
SUPERVISES: Support Staff
QUALIFICATIONS: Master's degree from an accredited college or university. Certification in Administration and Supervision, Educational Leadership, or an equivalent as defined by the Florida Department of Education. Three (3) years of school-based administrative experience. Must earn a certificate of completion of the school safety specialist training provided by the Office of Safe Schools within one (1) year after appointment.
PREFERRED: Training in the Incident Command System (ICS) to include 100, 200, 300, and 700. Experience with Pinellas County Emergency Management and emergency shelter operations.
MAJOR FUNCTION
Provides operational oversight for the Safety and Security Department and oversees all emergency management planning and response for Pinellas County Schools. Represents the district to the national, state, and the local emergency management community. Provides training to school staff in all aspects of emergency management and critical incident response principles and procedures. Coordinates with the Associate Superintendent, Operational Services to implement the initial district response to any crisis situation, emergency response, or disaster with a primary focus on protecting lives and property, stabilizing the situation or condition, and effecting transition to the crisis response team for the implementation of the system's crisis management protocols. Also coordinates with the Associate Superintendent, Operational Services to establish procedures for the prevention of violence on school grounds, including the assessment of and intervention with individuals whose behavior poses a threat to the safety of the school community.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none">• Maintains all required certifications and training as prescribed by any changes in statutes.• Responsible for the supervision and oversight for all school safety and security personnel, policies, and procedures in the school district.• Provides the necessary training and resources to students and school district staff in matters relating to youth mental health awareness and assistance; emergency procedures, including active shooter training; and school safety and security.• Serves as the school district liaison with local public safety agencies and national, state, and community agencies and organizations in matters of school safety and security.• Conducts a schools security risk assessment in accordance with state law at each public school using the school security risk assessment tool developed by the Office of Safe Schools.• Uses the Safety and Security Best Practices developed by the Office of Program Policy Analysis and Government Accountability to conduct a self-assessment of the school districts' current safety and security practices.• Provides recommendations to the district school board which identify strategies and activities that the district school board should implement in order to improve school safety and security.

ADMINISTRATOR, SCHOOL SAFETY

ESSENTIAL RESPONSIBILITIES (Continued)

- Coordinates with the appropriate public safety agencies that are designated as first responders to a school's campus to conduct a tour of such campus once every three (3) years and provides recommendations related to school safety.
- Assists in aligning the department's mission and goals to the district's strategic plan.
- Administers and communicates the district's school safety and security efforts/programs.
- Implements emergency response plans and related initiatives in accordance with national, state, and local emergency preparedness and critical incident response requirements and standards.
- Oversees the creation and management of a school safety and security database and utilizes the data to modify programs and services and prepares recommendations for the Associate Superintendent, Operational Services.
- Consults with school and district administrators on safety issues related to curriculum, field trips, and school-based programs.
- Recommends suspension of hazardous activities and/or the use of unsafe practices until corrective actions can be implemented.
- Ensures compliance with federal and state regulations and district policies and procedures as a member of the District Safety and Security Council.
- Communicates with school and community groups on issues related to school safety.
- Ensures emergency shelters are appropriately staffed during activation.
- Ensures the district's compliance with the National Incident Management System (NIMS).
- Supervises the selection, development, and evaluation of departmental personnel.
- Researches the latest trends and developments in emergency management, safety, and security.
- Communicates effectively, orally and in writing, with other professionals, students, parents, and the community.
- Performs other related duties as required.

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 4/24/18 LM; BOARD APPROVED: 5/22/18

ADMINISTRATOR, SCHOOL SAFETY

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds			X		
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds			X		
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy				X	
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van			X		
27. Other physical, mental or visual ability required by the job			X		

Administrator, School Safety - Admin