

**Greenwood School District 50
Position Description**

POSITION TITLE: District Safety Manager

Department: Administration

Reports To: Assistant Superintendent of Administration

SUMMARY: To provide the school district with and assist in the administration of a school safety/security/risk management program.

ESSENTIAL DUTIES AND RESPONSIBILITIES. *Other duties may be assigned.*

- Maintains and updates the district emergency preparedness and response plan.
- Responds to major/minor incidents on school campuses.
- Gathers intelligence information and conducts investigations.
- Assists law enforcement with investigations of criminal law violations.
- Reviews crime trends and reports to administration.
- Assists in coordinating security for large events (sporting events, graduations, etc.)
- Serves as the liaison between district personnel and law enforcement/fire/rescue
- Provides emergency and safety training to staff
- Leads and coordinates safety inspections at all district facilities.
- Conducts mock training exercises.
- Oversees the visitor/volunteer program.
- Serves as administrator of workers compensation claims and investigations.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATION REQUIREMENTS: 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.

EDUCATION and/or EXPERIENCE:

Minimum of an Associate's Degree and 5 years of experience in criminal justice or a related field. Must be able to effectively deal with the public and staff both in person and on the phone.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondences. Ability to present information in one-on-one and small group situations to customers, clients, other employees and/or students.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, and percentages. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.

REASONING ABILITY:

Ability to deal with problems involving a variety of concrete variables in standardized situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

OTHER SKILLS and ABILITIES:

Ability to develop effective working relationships with staff and the school community. Ability to communicate clearly and concisely. Ability to perform duties with awareness of all district requirements and the district policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision. Employee must be able to distinguish the difference between bells, buzzers, beeps, etc. While performing the duties of this job, the employee is required to meet deadlines with severe time constraints.

The employee is continuously communicating through speech.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. The employee is continuously interacting with the public and staff.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.