

**CUMBERLAND COUNTY SCHOOL DISTRICT  
JOB DESCRIPTION**

Job Title: Safe Schools Coordinator	Reports to: Superintendent
Job Class Code: 0120 or 7471	Work Schedule: per salary table
Pay Scale: per salary schedule	Approval Date: June 16, 2016

**PERFORMANCE RESPONSIBILITIES**

- Assist in establishing clear lines of accountability and command within the school security forces.
- Assist in the administration of school safety plans that would help direct emergency responses.
- Shall establish and maintain a district safety and security program, including: building security systems, building surveillance systems, visitor registration and identification procedures, emergency plans for evacuations, lock downs, and other crisis, security staff orientation and training programs, effective and efficient deployment of security personnel, coordination of services with local, State and Federal Law enforcement and emergency agencies.
- Shall assist in directing the deployment of security and law enforcement personnel to manage routine operations and emergency situations.
- Supervise district and contracted law enforcement and security personnel.
- Shall coordinate the compilation, analysis, and submission of substance abuse, violence and vandalism reports to the Board of Education and Federal, State and Local agencies as required.
- Perform the internal investigation of incidents involving students and/or personnel in compliance with Federal law, New Jersey Statute and Administrative Code, District Policies and Procedures, and negotiated contractual agreements.
- Assist in the Coordination of district collaborative efforts with municipal agencies for accident investigations, crossing guard deployment, law enforcement, traffic management, and protection of property.
- Recommend policies, procedures and contract language to improve discipline, safety and security.
- Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
- Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
- Participate in appropriate in-service and workshop programs and attend any required meetings.
- Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
- Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
- Perform any duties and responsibilities that are within the scope of employment, as assigned by his/her supervisor, and not otherwise prohibited by law or regulation.

**MINIMUM QUALIFICATIONS**

Education: Bachelor's and/or Master's Degree  
Certification/Licensure: Valid Kentucky Teacher certification

**IMPORTANT NOTES**

*This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.*

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CUMBERLAND COUNTY  
**PANTHERS**