

COORDINATOR OF SAFETY AND SECURITY

JOB DESCRIPTION MSD OF WAYNE TOWNSHIP

PURPOSE: To oversee safety and security staff and programming within the District.

PERFORMANCE RESPONSIBILITIES:

1. Establishes and supervises appropriate procedures for locking and checking each District facility during hours when the facility is not in use.
2. Consults with building principals on methods of increasing security in and about the premises of each school.
3. Establishes routines for regularly checking District facilities and makes frequent unscheduled inspections during times when the facilities are not in use.
4. Recruits, screens, trains, assigns, and evaluates personnel for the District's security staff.
5. Serves as a resource person to address student groups on various aspects of school security.
6. Prepares and administers the security department budget.
7. Evaluates the District's security program on a continuing basis and recommends changes as necessary to the Superintendent.
8. Supervises and coordinates security at public meetings as needed or as directed.
9. Prepares working schedules and written instructions for the security staff.
10. Serves as the district's emergency control officer, developing the necessary programs to deal with emergencies and training all personnel who will be involved.
11. Conducts investigations of major security infractions, i.e. theft, vandalism, arson, etc.
12. Works closely and continually with the law enforcement agencies regarding routine security problems that may occur from time to time.
13. Enforces all state and local laws and school district policies.
14. Monitors building alarm class during unoccupied times and responds as required.
15. Attends meetings to discuss crime prevention activities and crime problems in District.
16. Performs other such duties and assumes other responsibilities as assigned by the

Superintendent or his or her designee.

Revised August 2016