

SAFE SCHOOLS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for planning and implementing violence prevention programs for schools. This includes conducting physical safety audits and implementing prevention and intervention efforts to avoid violence. The incumbent will help school districts establish collaborations with their local police agencies, youth advocacy groups, and families to make the school community emotionally and physically safe for children to learn. Work is performed under general direction with wide leeway allowed for the use of independent judgement in the implementation and development of the site-specific safe school policies, plans and procedures. Does related duties as required.

TYPICAL WORK ACTIVITIES:

Coordinates the development, implementation, presentation and evaluation of violence prevention and intervention efforts for school districts;

Coordinates school safety audits and assists school districts in developing site-specific safe school policies, plans and procedures;

Develops and coordinates the presentation of a broad range of community education programs concerning the issues of violence in schools and the efforts being undertaken to prevent it;

Plans and directs public relations activities including disseminating information to the community regarding program policies and procedures;

Trains school staff to identify early warning signs and the most effective way to de-escalate potentially violent situations;

Provides technical assistance to schools and communities to identify violence prevention strategies;

Develops and presents educational programs and training for school personnel, parents and students as a means of preventing violence in schools;

Serves as liaison to schools and community agencies, police, emergency response personnel;

Represents the District on committees and advisory boards in matters of mutual interest;

Maintains accurate records and prepares reports as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of federal and state confidentiality regulations;

Thorough knowledge of factors that place students at risk of becoming involved in violent or risky behaviors;

Thorough knowledge of the early indicators of violent or other risky behaviors;

Good knowledge of conflict resolution, aggression management, crisis intervention and de-escalation strategies, student and staff self-protection, crime prevention and drug and alcohol prevention;

Good knowledge of public and private agencies that provide prevention treatment;

Good knowledge of crisis response and emergency management plans;

Working knowledge of adolescent development and related behaviors;

Ability to express oneself clearly and concisely, both orally and in writing;

Ability to secure the confidence and cooperation of the community;

Ability to recognize and early indicators of violent or risky behaviors;

Ability to understand and carry out complex oral and written instructions;

Physical conditions commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and four years experience in social work, education, criminal justice or closely related field which must have involved the management of a safe schools program, hostage intervention program, emergency and disaster plans, emergency response programs or related programs; or
- B) Graduation from high school or possession of a high school equivalency diploma and eight years experience in social work, education, criminal justice or closely related field, four of which must have involved the management of a safe schools program, hostage intervention program, emergency and disaster plans, emergency response programs or related programs; or
- C) An equivalent combination of training and experience as indicated in A) and B) above.

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COMPETITIVE