



# WAUNAKEE

## COMMUNITY SCHOOL DISTRICT

### Job Description

**Position Title:** Safety and Security Coordinator

**Employee Group:** Administrative Support

**Contract Length:** 238 days; 50% FTE

**FLSA:** Non-exempt

**Supervisory Responsibilities:** Building Safety and Security Staff (jointly with Building Principals)

**Reports to:** Executive Director of Operations

#### **Qualifications:**

1. Bachelor's degree in safety, law enforcement, education, occupational health or in a related field. Equivalent experience may be substituted for education.
2. Minimum of 5 years of experience in safety-related management.
3. Aptitude and understanding in the areas of planning, student and staff training, response systems and emergency management.
4. Excellent communication, human relations, supervisory, and management skills.
5. Valid Wisconsin Driver's License required.

Preferred experience:

Related job experience in a school setting

Bilingual skills - Spanish/English

#### **Position Summary:**

Provides leadership in the development, implementation and oversight of school and district safety plans and response protocols. Coordinates district planning with internal stakeholders and community safety partners. Ensures that the district maintains a safe and secure environment for students, staff, and visitors by proactively addressing potential risks, coordinating emergency response plans, and fostering a culture of safety throughout the district.

**Essential Functions:** *Other duties may be assigned. This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by incumbents.*

1. Leads the district Safety Committee to systematically devise programs to deal with safety planning, emergencies, and district training in accordance with federal and state regulations and district policy.
2. Actively contributes to emergency management as a member of the district Incident Command Team.
3. Conduct ongoing risk assessments as part of the annual district safety plan and periodic safety checks; assume responsibility for the comprehensive overall planning and scheduling of district safety and security updates for the district resolving existing problems and determining future requirements.
4. Partners with building and central office administration to advise the Board regarding safety and security of district facilities and related budgetary needs.
5. Create and maintain positive working relationships with members of the surrounding community, emergency services, law enforcement, and the Wisconsin Department of Justice and Office of School Safety while serving as a liaison to those stakeholders.
6. Create and submit reports ensuring that the district is compliant with federal and state law and reporting requirements related to safety and security.
7. Coordinates, delivers and ensures all district staff members receive training for district safety and security protocols.
8. Oversee district and school specific safety and security preparedness drills.
9. Contribute to district and school based threat assessment training and operations.
10. Maintain membership in the Wisconsin School Safety Coordinators Association and appropriate Federal Emergency Management Association training certifications.
11. Prepare and administer the budget for district safety to ensure the most equitable and cost-effective utilization of resources.

#### Other Functions

- Follows district policies and promotes a positive image of the District at all times.
- Properly handles confidential matters relating to students and staff.
- Attend all Board meetings and committee meetings related to safety and security and as designated by the Executive Director of Operations.
- Perform other responsibilities as assigned by the Executive Director of Operations or District Administrator.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Knowledge, Skills, Abilities**

Excellent written and verbal communication in English; write reports, presentations and business correspondence.

Read, interpret, and create documents such as safety rules, operating and maintenance instructions, blueprints, project plans, schematics and procedure manuals, and governmental regulations.

Ability to effectively and persuasively present information and respond to questions from diverse groups of administrators, staff, community members, students and governmental entities.

Add, subtract, and multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to maintain good relationships with others both as a leader and team member. Good human relations skills.

Conflict resolution skills.

Ability to use job-related equipment and tools. Operate basic functions of computers, tablets, and mobile phones for email, work orders, mapping, diagrams, internet use, training, printing and other computer-related applications/functions.

Flexibility is required to work with others in a variety of circumstances and as a team; and to work with a wide diversity of individuals.

Ability to independently and cooperatively define problems, collect data, establish facts, and draw valid conclusions and deal with problems involving several abstract and concrete variables.

Work effectively under stress.

Adapt to changing work priorities with interruptions.

### **Physical Demands**

The usual and customary duties require the following physical demands: Work involves walking, sitting, standing, bending, twisting, turning, lifting, carrying, and reaching.

Ability to sit, walk or stand for prolonged periods of time. Phone and computer use.

Manual dexterity using fine and gross motor skills is necessary. Good vision and hearing with corrective devices, as needed. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to focus. Regularly required to lift and/or carry up to 25 pounds. Verbal and auditory communication are both frequently required.

### **Work Environment**

This job is frequently performed indoors and outdoors, with occasional exposure to heat/cold, and inclement weather. Occasionally required to enter close quarters, crawl spaces, and small enclosed rooms. The noise level in the work environment is generally low to moderate, but can be loud at times. Frequent travel throughout the district

Position usually demands meeting deadlines with strict time constraints and multiple, constant interruptions.

Adopted: January 2025