

CAMPUS SAFETY COORDINATORS

The Campus Safety Coordinators, under the direction of the Building Principals, shall be responsible for coordinating building level safety programs, including supervision of general building conditions, site-based emergency response programs, and coordination of school-based educational programs. The Campus Safety Coordinators are also responsible for coordination of school crisis response programs with the district and emergency service providers.

Specific Responsibilities:

- Serve on the District Safety Committee and make recommendations as needed for safe and orderly schools.
- Coordinate all safety trainings for individual campuses.
- Attend safety conferences throughout the school year.
- Serve on campus audit safety team.
- Conduct monthly safety reviews.
- Coordinate and assist in campus safety drills.
- Coordinate with school administration a review of education delivery systems and information being delivered to students regarding safety topics. Recommend as necessary changes in safety-related information being delivered to students.
- Coordinate emergency response programs between the school, the district administration, and the local authorities.
- Collaborate with the Assistant Superintendent for Administrative Services to review, revise, and maintain emergency response plans at least annually.
- Collaborate with the Assistant Superintendent for Administrative Services on policy and procedure development for the school district.
- Act as the spokesperson for the school safety program.
- Perform other duties as assigned by the Building Principal.

10/4/15