



COLUMBIA BOROUGH SCHOOL DISTRICT

POSITION GUIDE

TITLE: K-12 School Safety & Security Manager **Revised:** April 2023
DEPARTMENT: District Administrative Center **Contract:** Support Staff
LOCATION: Various **Salary:** Salary Exempt
REPORTS TO: Superintendent

SUMMARY OF PURPOSE

Provides leadership to increase the safety and security of the school environment. This position is responsible for providing leadership in establishing, maintaining, and revising safety and security protocols to ensure a safe and secure school environment across the district.

ESSENTIAL FUNCTIONS

- Reviews Board policies and procedures and makes recommendations to the Superintendent of Schools regarding school safety and security.
- Works in collaboration with the facilities department to surveil perimeter of buildings to ensure doors, windows and parking areas are secure.
- Monitors lavatories, hallways, stairwells, parking lot and other specific locations throughout the building and grounds on a regular basis.
- Maintains a safe, secure, and peaceful school environment by patrolling school grounds and halls to check for vandalism, illegal activity and hazardous or dangerous conditions.
- Increases staff and school preparedness for managing crisis and emergencies. Assists with preparation for drills such as fire, lock down, and emergency evacuation. Monitors safety drill implementation and provides feedback to building administration. Provides crisis prevention and intervention where appropriate. Assist with active shooter and other safety related training for staff and students.
- Provides recommendations to reduce the number of vulnerabilities to improve safety.
- Maintains information regarding best practices relative to school safety and security. Participates in local and state-wide safety training and provides guidance in any revisions of current district safety plans, policies, and or procedures as a result of the training.
- Supports district coordinator for school safety and security in preparing required documents, trainings, plans.
- Monitors cameras and other security hardware.
- Ensure all visitors are registered and issued a pass.
- Assists in providing a safe environment for all school and district related activities.
- Ensures the health and safety of students by following and enforcing established school health, safety, and conduct rules.
- Documents activities related to security, mentoring, and teaching.
- Collects data related to safety and security, uses data to report to administration.

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- Acts proactively to prevent conflicts or concerns from developing.
- Resolves minor student confrontations in a timely and effective manner.
- Refers safety issues and more serious misconduct to designated teacher or administrator for discipline support.
- Assists the administrative team as assigned with investigations into safety, residency, and student discipline issues.
- Uses positive reinforcement and de-escalation strategies and other appropriate techniques to assist students in the development of appropriate behavior.
- Provides basic first-aid treatment when needed.
- Coordinates with the school administration a review of educational delivery systems safety topics.

KNOWLEDGE SKILLS AND ABILITIES

This position requires the following skills:

- Demonstrate proficiency with technology/computer software such as; but no limited to: Microsoft Office Suite, Microsoft Teams, and Google Suite
- Highly organized and detail oriented
- Possess good communication skills, both written and verbal
- Maintains confidentiality at times
- Able to work independently
- Able to learn new skills quickly
- Demonstrate flexibility
- Able to multi-task
- Must be a team player

DEPARTMENT/ORGANIZATION

- Makes decisions consistent with the CBSD credo, motto, and service values.
- Builds strong relationships and create responsible caring citizens
- Creates unique, memorable, and personal experiences for those encountered
- Understands role in achieving district goals to ensure the success of students
- Continuously learns and grows professionally
- Seeks opportunities to improve the CBSD experience
- Creates a work environment that is positive and supportive
- Creates an environment of teamwork and lateral service so that the needs of all stakeholders are met
- Takes pride of professional appearance, language, and behavior.
- Serves as an ambassador of CBSD and protects the privacy of others and confidential district information
- Responsible for a clean, welcoming, and safe environment
- Performs other functions as assigned by Supervisor

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SCOPE AND IMPACT

This position works independently in the performance of the essential functions. Contacts include district administrators, students, parents/guardians, teachers, and outside organizations and agencies.

MINIMUM REQUIREMENTS

Bachelor's degree in criminal justice with a safety focus preferred. At least 5 to 8 years of experience in a related field.

PHYSICAL/COGNITIVE/ENVIRONMENTAL

Physical Demands:	Sitting 25%, walking/standing 75% Ability to reach above and below the waist Ability to use fingers to pick, feel and grasp objects Some stooping, bending and twisting of the body Ability to lift and/or carry supplies weighing up to 30 lbs. or more Ability to stand or walk for extended periods of the workday.
Sensory Abilities:	Visual and Auditory acuity
Work Environment:	Typical public education environment. Subject to inside and outside environmental conditions
Temperament:	Must possess excellent interpersonal skills Must be able to work in an environment with frequent interruptions Able to receive oral communication Able to make judgments and work under high level of stress
Cognitive Ability:	Ability to communicate effectively Ability to organize tasks Ability to handle multiple tasks Ability to exercise good judgment Ability to follow written and verbal directions.
Mental:	Ability to define problems, collect and organize information, establish facts and draw valid conclusions to solve the problem/handle the situation and use clear and good judgment. Must be able to remain calm in what can become a stressful environment.

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I have reviewed the essential functions; knowledge and skill requirements; and physical/mental/environmental demands of this position. By my signature I verify that I can fulfil all essential functions, requirements and demands of the position as stated with or without reasonable accommodation.

X _____
Signature

Date

The above description covers the most significant essential and marginal functions but does not exclude other occasional responsibilities and accountabilities the inclusion of which would be in conformity with the major purpose of this job - Reasonable accommodations will be reviewed, evaluated, and may be made to enable individuals with disabilities to perform the essential functions of this position.