

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

**Job Title: Safety & Health Coordinator-
Grant Funded Position**

Department: Safety and Health Department

Grade: 499

H.P.D: 8

D.P.Y: 260

Date Reviewed: August 2019

Reports to: Safety and Health Director

Purpose of Job

The purpose of this job is to perform functions that implement programs and provide guidance on school safety practices and promote the development of safe and supportive learning environments for all students. This position serves as the assistant to the Safety and Health Director for compliance, communication, continuous improvement, department growth, and efficiency for all Safety and Health Department functions. As the assistant to the Safety and Health Director (SHD), this position will step in during the SHD absence as secondary support. Primarily responsible for implementation and administration of the threat assessment teams, the management of the Safe Schools Act and budget, master user of the security operations center, and proficiency of district camera system.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Manages the Safe Schools Act budget for the Safety and Health Director.

Maintains financial accounts, requisitions, and purchase orders for Safety and Security that is appropriate to the needs of the schools and district; completes receiver reports; routes through proper channels and files pertinent information. Enters purchase requisitions and data into Munis.

Creates and implements Threat Assessment Policy to include a team to conduct threat assessments based on dangerous or threatening behavior individuals in the school, home, or community, provides guidance to schools on how to recognize, address and report those behaviors, establish intervention, and report post incident assessments/ evaluations to the Board of Education and Director of Schools regularly.

Applies for additional Safety Grant funding opportunities.

Provides support and guidance to the Coordinated School Health Supervisor and grant program. Ensures compliance with state standards and guidelines, scope of services, and all other requirements of Coordinated School Health.

Develops programs, templates and trainings on the Security Operations Center surveillance system for the 4,000+ cameras in the district.

Develops and implements programs to optimize camera system memory. Develops schedule to conduct routine checks on the memory of the recorded media and updates camera motion sensitivity as needed for all 4,000+ cameras.

Develops and implements training on the camera system to designated personnel at all CMCSS locations, as requested.

Works with local law enforcement agencies and emergency responders to coordinate training on the Security Operations Center and monitor stations software for the 4,000+ cameras in the district.

Works with local law enforcement agencies and emergency responders to coordinate access to the Security Operations Center.

Monitors surveillance systems from the Security Operations Center. Reviews and saves camera footage, as needed.

Coordinates and conducts training on the emergency mass notification system (Alertus) for 5,000+ employees.

Assist the Safety and Health Director in developing, maintaining, and revising policy and procedures for implementation of school safety and security.

Manages school threat assessment teams for 40 schools to include elementary, middle, high, alternative and middle college locations.

Reviews and saves files involving incidents related to students, staff and visitors which include hostile behavior, threats (suicide, bomb, death, injury), trespassing, bus accident with or without injuries, safe schools' violations, and other incidents, as needed.

Works directly with Safety and Health Director to ensure that the Security Operations Center is designed to meet operational goals and initiatives to ensure proficiency in incident response.

Serves as assistant to the Safety and Health Director for compliance, communication, continuous improvement, growth and efficiency for all Safety and Health Department functions.

Maximize and maintain Safety and Health Department synergy by offering support to establish the best opportunity for departmental success.

Coordinates and ensures completion of special projects.

Demonstrates experience and efficiency in school safety and incident response.

Acts as secondary support when the Safety and Health Director is unavailable.

Completion of Tennessee School Safety Specialist Program.

Maintains Breath Alcohol Technician Certification and conducts testing, as needed.

Participates in training and professional development to increase individual skills and proficiency related to the assigned duties.

Conducts Tennessee school security site assessments annually.

Assists in the maintenance of the online Emergency Management Plan.

Assists in the maintenance of the Intro to Incident Command Systems for Schools and Intro to National Incident Management Systems for Online Professional Development. Collects certifications and issues professional development credit for completion to employees, as necessary

Co-manages safety drills and educational announcements and ensures compliance associated with emergency preparedness through the online safety portal for 40 schools to include elementary, middle, high, alternative and middle college locations.

Assists with the maintenance of the districts visitor management system.

Assists in identifying school safety and security weaknesses and provides recommendations for improvement.

Assists with implementation and communication of school safety measures and programs with administrators, faculty, and students.

Assists with planning, organizing, promoting and conducting safety education programs and quarterly safety audits of school buildings and grounds.

Additional Job Functions

Performs other duties, as required, to support the mission and vision of CMCSS and the Safety and Security of the students and staff.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree required. Experience in school safety and camera system operations is required. Certificate of Completion in Tennessee School Safety Specialist Program preferred. Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this job will be considered. TN Driver's License.

KNOWLEDGE OF JOB

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines and medical equipment such as computers, printers, copier, calculator, telephone, vision screening machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to 100 pounds of force occasionally, and/or in up to 50 pounds of force frequently, and / or up to 20 pounds of force constantly to move objects. Physical demand requirements are at levels of those for heavy work. The worker is required to function around mental patients. The worker is exposed to infectious diseases. Essential physical requirements of the job include: **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary

locomotion. **Balancing:** Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium. **Stooping:** Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles. **Kneeling:** Bending legs at knee to come to a rest on knee or knees. **Crouching:** Bending the body downward and forward by bending leg and spine. **Crawling:** Moving about on hands and knees or hands and feet. **Reaching:** Extending hand(s) and arm(s) in any direction. **Standing:** Remaining upright on the feet, particularly for sustained periods of time. **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another. **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward. **Pulling:** Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion. **Lifting:** Raising objects from a lower to a higher position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles. **Fingering:** Picking, pinching, typing or otherwise working, primarily with fingers rather than with whole hand or arm as in handling. **Grasping:** Applying pressure to an object with the fingers and palm. **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips. **Talking:** Expressing or exchanging ideas by means of the spoken word; those activities where detailed or important spoken instructions must be conveyed to other workers accurately, loudly, or quickly. **Hearing:** Perceiving the nature of sounds at normal speaking levels with or without correction, and having the ability to receive detailed information through oral communication, and making fine discriminations in sound. **Repetitive motions:** Making substantial movements (motions) of the wrists, hands, and/or fingers. The worker is required to have close visual acuity an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication of parts at distances close to the eyes.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes given assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand basic principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Safety & Health Coordinator.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and elected officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM / SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to communicate with people (i.e. staff, supervisors, general public and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking -expressing or exchanging ideas by means of spoken words). (Hearing -perceiving nature of sounds by ear).

JOB CONDITIONS: Office, and wide variety of occupational environments – including outdoors. Wide variety of climatic exposures.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee’s Signature

Supervisor’s Signature

Date

Date