

The School Safety Coordinator will support the District's Bond projects, equipment, technology and procedures as they relate to the physical Safety and Security of the organization. This includes the physical security of buildings, District assets, personnel, students, community and any other physical use of the District's campuses. This position will work one-on-one with the District's Emergency Management Team, Information Technology, school administration and community first responders/emergency personnel. This role will act as the intermediary between departments, schools, the Emergency Management Team and local first responders to ensure the District's emergency plans and safety policies are followed.

Chain of Command

The IT School Safety Coordinator reports to the Executive Director of Information Technology and Emergency Management.

Competencies of the IT School Safety Coordinator

- Strong written and verbal communications skills
- Strong organizational and time management skills
- Computer skills including Outlook and Microsoft Office
- Flexible team player who is time and task oriented
- Ability to work under pressure to meet timeline and handling multiple and changing priorities

Essential Duties of IT School Safety Coordinator

- Act as liaison between schools, the District and first responders to address safety concerns at schools – meet regularly with each to ensure effective two-way communication;
- Meet regularly with school administration to address/modify school safety plans and emergency procedures;
- Conduct regular on-site audits to ensure safety and security procedures are being followed as prescribed;
- Provide training to individuals or small groups relating to safety and security practices;
- Field front line calls from employees needing emergency assistance throughout the District;
- Regularly field after-hours Crisis Line calls from employees, vendors and first responders and respond accordingly;
- Respond on-site as needed to address safety, security and emergency related issues both during regular work hours and after-hours (on-call evenings, weekends and holidays) within a reasonable time frame;
- Assist in coordination of Emergency Management Team meetings, events and trainings;
- Act as site-level Incident Commander for emergency responses in coordination with the District Emergency Management Officer;
- Ensure all schools and departments follow prescribed safety plan and emergency drill schedules;
- Report drill and plan results to administration on regular schedule;
- Ensure compliance with District policies, procedures, organization structure and school requirements;
- Ensure compliance with pertinent federal, state, and local laws, codes, rules, regulations, recommendations, codes, and statutes;
- Management of the District's Digital Emergency Management System;
- Coordinate meetings, activities, trainings, volunteer vetting and set expectations for the District's volunteer safety team - Kyrene Support & Response Team (KSRT). Due to the nature of this volunteer group duties will require some after-hours work;
- Manage and maintain safety and security related equipment including but not limited to 2-way radios, generators, safety equipment, supply trailers, etc;
- Assist in the management of and provide regular guidance to District Safety & Security staff;

- Maintain centralized computer processes to support District-wide Safety and Security application(s) and equipment by executing necessary operations for maintenance, data, and equipment, communicating with District personnel, and creating data extractions for external analysis;
- Analyze customer needs by creating necessary data structures and interfaces to support the safety and security needs throughout the District; testing, documenting, and implementing programs; providing applications support for customers and allocating equipment;
- Manage databases and/or other data structures relating to the safety and security plan ensuring that use of structure is understood, data type definitions are correct, database is efficient in both operation and disk space use, and security is adequate;
- Act as the liaison with software and hardware providers and users to facilitate resolution of issues;
- Perform data entry, develop databases, manage applications, write documentation and reports;
- Maintains and provides documentation for systems and related processes including production of reports;
- Assist in procuring and managing safety and security equipment;
- Perform routine maintenance, troubleshooting equipment problems, and making repairs;
- Develop, maintain and share financial reporting as it relates to bond, capital override and maintenance & operations spending;
- Proficient in standard Microsoft office software applications;
- Make on-the-spot technical decisions during emergency situations;
- Suggest technology or content ideas to help staff achieve desired outcomes;
- Diagnose and solve information technology problems;

Minimum Qualifications

High School Diploma or GED and, based upon assignment, two to four years related experience is required; Bachelor's Degree in a related field is preferred; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Must possess a valid Arizona Driver's License.

Preferred Qualifications

Minimum of three years' experience with personal computers (PCs), and Microsoft Office Suite.

Prior experience as a law enforcement officer or licensed security personnel preferred.

Prior experience in K12 safety/management position highly desired. Preference may be given to applicants who reside within or close to Kyrene boundaries to ensure ability to respond to after hours emergencies in a timely manner.

Date Revised

08/04/21