



GENERAL INFORMATION

Title: Safety and Security Coordinator	Union Status: Exempt
Department: Safety and Security	Work Year: July 1-June 30
Location: District Office	Reports To: D76 and D79 Superintendents
ISBE Classification/Code: N/A	Evaluation: Jointly Conducted by Superintendents
FLSA Status: Exempt	Supervisory Responsibilities: N/A

GENERAL RESPONSIBILITIES: The Safety and Security Coordinator is responsible for ensuring the safety of all staff, students, and facilities by implementation of security protocols and procedures, with a focus on identifying potential security vulnerabilities. This role involves building positive relationships with students and staff while conducting risk assessments, coordinating emergency response plans, and providing training on safety measures to staff and students.

ESSENTIAL FUNCTIONS:

- Develop and implement effective safety and security policies, plans, procedures, and protocols for all schools within the district.
- Collaborate with school administrators, staff, and local law enforcement to establish a cohesive safety strategy.
- Conduct thorough risk assessments and safety audits to identify and mitigate potential hazards and vulnerabilities.
- Coordinate and conduct safety drills and training sessions for students, staff, and faculty.
- Advise the superintendent and cabinet on safety risks, legal requirements, emerging trends, and resource needs; provide regular updates for the board as requested.
- Manage the district's emergency response plan and ensure all stakeholders are familiar with and trained on protocols.
- Coordinate with installation and maintenance of security systems, including surveillance cameras and access control systems.
- Establish relationships with community partners, emergency services, and local agencies to enhance safety measures.
- Proactively research and evaluate safety and security grants and alternative funding sources at the federal, state, and local levels, supporting the district in pursuing resources that enhance student and staff safety.
- Investigate and report incidents of safety concerns, ensuring timely and accurate communication with relevant parties.
- Support district teams in the behavior threat assessment process.
- Update, distribute, review, monitor and submit Threat Assessment Plans and Safety Plans annually.
- Stay informed about current safety trends, technology, and best practices in school security.
- Develop and maintain positive relationships with students, staff, parents, and the broader community to foster a culture of safety.
- Attend local, regional, and state safety conferences, serve as an active member of the LCSMART team, and participate in professional development organizations.
- Ensure and assess compliance within BOE policies related to life saving equipment, measures, and procedures.
- Coordinate and manage events for security, parking, and traffic planning.



- Other duties as assigned by the Superintendent or designated administrator.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

- Strong knowledge of federal, state, and local safety regulations and laws.
- Excellent communication and interpersonal skills.
- Ability to prioritize tasks and respond based on need
- Ability to remain calm and make effective decisions during emergency situations.
- Familiarity with security technology and systems.
- Experience in conducting safety training and drills within school settings.
- Strong organizational and problem-solving abilities.
- Demonstrates ability to work collaboratively with diverse school and district stakeholders.
- Ability to obtain or complete required safety-related training and certifications (e.g., FoSSL, NIMS/ICS, behavioral threat assessment, school safety specialist or equivalent) within a defined timeframe after hire, consistent with state and district requirements.
- Valid driver’s license and ability to respond to emergencies outside regular work hours as required.

EDUCATION, CREDENTIALING and/or EXPERIENCE:

- Bachelor’s degree in Criminal Justice, Security Management, or a related field. Master’s degree preferred.
- Proven experience in safety and security, preferably in an educational setting.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

While performing job duties, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is regularly required to reach with hands and arms. The employee is regularly required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee regularly types using a keyboard. Within the work environment, the employee is exposed to a computer screen and regularly works within an office environment. The employee is occasionally exposed to outdoor weather conditions and regularly works with the use of a personal vehicle. The employee will have contact with the public, which requires appropriate demeanor and apparel. The noise level in the work environment is typically moderate.

COMPENSATION: Salary Range \$100,000-\$125,000

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent’s supervisor, appointing authority or designee.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the District.

Job descriptions are not intended as and do not create employment contracts. The District maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.