



SAFETY OFFICER

Position Summary

The Safety Officer will oversee safety and emergency preparedness throughout the District. They will work in partnership with local emergency responders to develop and implement a comprehensive safety program. This program will establish a safe and positive school climate for staff and students. The Safety Officer will serve as a focal point to coordinate efforts, facilitate access to resources and provide professional development and support on a district-wide basis.

Supervisory Relationship

This position reports to the Assistant Superintendent for Administrative Services, manages all campus supervisors working in schools, and provides timely, accurate and thorough performance reviews for supervised employees.

Essential Functions

1. Develops and maintains district-wide disaster plan and coordinates disaster preparedness exercises with outside emergency response agencies and serves as the district's representative on city and county disaster teams.
2. Respond to district crises situations, including on-site crisis management, and after hour responses.
3. Monitor security and safety programs to assure the programs meet instructional goals and promote a high level of educational, professional, and ethical standards. Define and integrate safety/security guidelines with key instructional objectives, policies and regulations. Coordinate and integrate security/safety guidelines with key operational programs.
4. Plan, budget and supervise security and public safety activities.
5. Respond to police actions at 4J schools to assist in coordinating responses. Be available as the final choice on security alarm responses for all properties.
6. Assure that the safety/security policies of the district are in place by conducting surveys, inspections, and follow-up critiques. Maintain a district-wide record of security and personal safety incidents. Monitor community crime and other trends that may impact school safety.
7. Assists district departments with investigations when requested.
8. Assist in education so our community follows safe practices regarding students at home as well as in school.
9. Advise, from a safety perspective, plans for new buildings and remodels providing the safest buildings for staff and students.
10. Perform safety/wellness checks on students and staff when requested.
11. Ability to obtain and maintain police officer or administrative police certification through the Oregon Department of Public Safety Standards and Training.
12. Contact for online reporting currently with Safe Oregon.
13. Receive and maintain firearms proficiency as required by state law.
14. Performs other duties as assigned.

Required Knowledge, Skills and Abilities

1. Strong critical thinking and problem solving skills.
2. Ability to maintain confidentiality in all aspects of the job.
3. Ability to manage multiple task with frequent interruptions.
4. Ability to manage multiple priorities.
5. Ability to diffuse and manage volatile and stressful situations.
6. Ability to work with students with diverse backgrounds and abilities.
7. Ability to promote and follow District policies.
8. Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
9. Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to supervisor.
10. Ability to conduct research, collect and analyze data and prepare written and oral reports.
11. Ability to analyze, classify and rate risks, exposure and loss expectancies.
12. Ability to communicate effectively, both verbally and in writing.
13. Ability to interpret, analyze and present information from various regulatory agencies in an appropriate form geared towards targeted audience.
14. Experience supervising staff.

Minimum Qualifications

Education

- Bachelor's degree from an accredited college or university in Criminal Justice, Emergency Management, Law Enforcement Leadership or related field. Master's preferred.
- Ability to obtain a supervisory Dept. of Public Safety & Training certificate.

Experience

- Five years of increasingly responsible professional experience in conflict mediation, school safety programs, online bullying prevention, drug/alcohol prevention, professional development to large audiences and other public safety related experience. Must be experienced in supervising staff and communicating with students and parents.

ADDITIONAL INFORMATION	
Employee Unit	4J MAPS Association
Pay Grade	Grade 12
Approved by	Cydney Vandercar, Asst. Superintendent Administrative Svcs.
Last revised	March 15, 2019