



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Student Safety Coordinator**
 Job Family: **Professional**
 Prepared/Revised Date: **March 22, 2023**

FLSA Status: **Exempt**
 Pay Range: **N**
 Job Code: **33584**
 Days: **230**

SUMMARY: Responsible for the coordination of student safety policies, procedures, and practices for Poudre School District in conjunction with the PSD Safety and Security Department, the Mental Health and Prevention Coordinator, the Counselor Coordinator, the Behavior Intervention and Prevention Coordinator, and the LGBTQIA+ Coordinator. Support Director of Student Services to coordinate Title IX supports and training to ensure compliance. Supervise and evaluate Behavioral Threat Assessors and Student Safety Specialists.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

DESCRIPTION OF JOB TASKS
1. Manage and oversee behavioral threat assessment for Poudre School District.
2. Recruit, hire, train, manage, assign, supervise and evaluate Behavioral Threat Assessors and Student Safety Specialists.
3. Coordinate district compliance and provide support and oversight for districtwide trainings around Behavioral Threat Assessment and Informed Supervision with the Director of Student Services.
4. Collaborate with Security and District Communications Department, District Leadership, Mental Health and Prevention Coordinator, Learning Services Directors and law enforcement regarding student safety concerns and needs.
5. Provide consultation and direct support to building administrators and principals as well as District Leadership on issues of student safety, including the organization and support of building-level safety teams.
6. Consult and collaborate with Director of Student Services and building administrators and principals on issues related to Title IX compliance and student safety policies.
7. Maintain confidential records in the safety portal and analyze data for program evaluation.
8. Serve as primary liaison for juvenile justice agencies. Attend community partners meetings related to safety trends.
9. Coordinate ongoing professional development opportunities in behavioral threat assessment through local, state, national, and international professional organizations.
10. Demonstrate a commitment to: <ol style="list-style-type: none"> Provide a culturally responsive, trauma-informed, and equity-based approach for safe learning environments. Include and engage families in the student’s education. Support all Poudre School District policies, procedures, and expectations. Provide personal and professional excellence.
11. Coordinate with district level information technology and security department to provide immediate response regarding student flagged email and social media safety where student safety is primary concern.
12. Attend work and arrive in a timely manner.
13. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Master’s degree preferred.
- Minimum of five years of experience in education supporting students who present safety or behavioral concerns.



LICENSES, REGISTRATIONS, or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado driver’s license.
- Valid Colorado Administrative/Professional Principal License preferred.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- Math and accounting skills.
- Critical thinking and problem-solving skills.
- Bilingual oral and written communication skills preferred.
- Ability to work supportively with other teachers, staff, and administrators to provide an effective learning environment.
- Ability to communicate with students, parents/guardians, staff, and community members.
- Ability to be a part of and work with a team.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- 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 the appropriate administrator.

MATERIALS AND EQUIPMENT-OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, FrontPage, and/or other department software packages.
- Operating knowledge of and experience with typical educational/instructional technology equipment and programs.
- Operating knowledge of and experience with typical office equipment.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	Behavioral Threat TOSAs and Student Safety Specialists	6

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle, or feel		X		
Reach with hands and arms		X		



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize		X		
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X



NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	