

TIFFIN CITY SCHOOLS

244 S. MONROE ST. TIFFIN OH. 44883



Date: _____

Employee: _____

Position: School Safety Director

Reports to: Superintendent and/or Designee

Employment Status: Regular/Full-time

FLSA Status: Exempt

Description: School Safety Director is an employee who works in all district buildings. They are responsible for working with school administrators and faculty on managing a comprehensive safety program to ensure the school is a safe place for students to learn and faculty to teach. Performs a regular district-wide safety risk analysis, staff and student training, security and all other strategies assigned by the Superintendent to advance organizational goals.

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure the safety of students and staff;
- Be able to attend and pass the School Resource Office Certification class;
- Wear district approved uniform;
- Provide security at extracurricular activities as needed;
- Document activities and maintain a monthly activity report to be turned in to the supervisor by the 5th of each month; Keep current on a weekly basis with activity documentation;
- Make all reports (incident, accident, etc.) available ASAP as applicable to the building principals, transportation supervisor, cc: superintendent for select situations;
- Supervise and organize processes traffic patterns and crosswalks at the beginning and end of each school day.

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- Patrol, supervise and develop processes for the parking lots ensuring students' safety into the school upon arrival in the morning and upon leaving each campus in the afternoon, to deter reckless driving, and to make sure only active students enter the campus, especially before school for the student parking lot;
- Improve the school's perception as a safe learning environment and deter misconduct by remaining highly visible in the halls, cafeteria, gymnasium, and elementary recess throughout the day;
- Serve as a role model to students, especially in terms of appropriate attitudes and respect;
- Mentor students daily, either one-on-one or as a group on all school and non-school safety topics to include drug abuse prevention education;
- Assist the school administration with anyone who is causing a disruption, truancy issues, and any criminal activities occurring on campus;
- Perform ongoing security checks of the campus and make recommendations to the school administration
- Upon request, attend parent and faculty meetings by the school administrator;
- Attend conferences with students, parents, faculty members and the superintendent of schools when necessary to assist them with law enforcement issues and/or crime prevention;
- Prepare for and give presentations at faculty in-service meetings, parent education evenings, PTO meetings, and community organizations;
- Function as an information-gathering source for Law Enforcement and Juvenile officials;
- Assist the school administrator in developing and implementing plans and strategies to prevent and handle dangerous situations;
- Assist the school administration in formulating and practicing the school safety plan;
- Perform a school safety survey within the first month of each school year and again at the end of each year;
- Serve as a liaison between the police department, school personnel, and parents, and/or Sheriff Office;
- Conduct classroom activities/presentations involving a wide range of topics, including security, crime prevention, drug/alcohol education, and other related issues as approved by the building principals;
- Be familiar with all the community agencies which offer assistance to youths and their families, such as mental health clinics, drug treatment centers, and juvenile authorities, and make referrals to such agencies when necessary;
- Adhere to the Tiffin City Schools Board policies at all times;
- Keep names of students and actions taken by school administration in the strictest of confidence;
- Help plan and participate in school safety drills and debriefings;
- Serve on the the threat assessment team;

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Other Duties and Responsibilities:

- Remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment with the District;

Qualifications:

- Maintain an up to date and appropriate State of Ohio Peace Officer Training certifications/license
- Post-secondary degree in criminal justice or closely related field. Law enforcement, military, and/or security work experience is required.
- Valid Ohio driver's license.
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate,

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others;
- Ability to communicate ideas and directives clearly and effectively both orally and in writing;
- Effective, active listening skills;
- Organizational and problem solving skills;
- Basic computer/word processing skills;

Equipment Operated:

Including, but not limited to:

- Appropriate use of office equipment;
- Appropriate use of classroom equipment;
- Appropriate use of technology necessary to perform essential job functions;

Additional Working Conditions:

- Occasional evening/weekend/summer work may be necessary to complete certain tasks and/or maintain licensure;
- Occasional exposure to blood, bodily fluids, and tissue;
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds;
- Frequent repetitive hand motion, e.g., computer keyboard, calculator, writing;
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop;

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- Occasional travel, e.g., attending workshop outside of district;
- Occasional interaction with unruly students;
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days;

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the employee's supervisor, appointing authority.

Superintendent and Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature and Date