

Cape Girardeau Public School District No. 63
Job Description

Job Title: Safety Coordinator

Terms of Employment: 12 month contract; 240 days

FLSA Status: Exempt

Reports to: Superintendent

Brief Description of Position:

The Safety Coordinator performs coordination of school district safety programs including supervision of general building conditions, site based emergency response programs, and coordination of school based educational programs. The School Safety Coordinator is also responsible for coordination of school crisis response programs with the community and emergency service providers.

Required Qualifications:

- Bachelor's degree in related field. Missouri teacher certificate preferred.
- A minimum of three (3) years successful teaching experience in a classroom.
- Proficiency in Microsoft Office programs including Word, Excel, and PowerPoint.
- Ability to work on multiple projects at once.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to maintain confidentiality at all times.
- Demonstrate excellent organizational and planning skills; including ability to prioritize.
- Ability to work well under pressure.
- Ability to work with others on multiple tasks/projects and complete assignments with specified deadlines.
- Ability to lead and offer guidance to others.
- Ability to meet deadlines and to manage time appropriately
- Skills in human relations, leadership and conflict management.
- Demonstrated ability to work effectively with community groups, parents and agencies.

Essential Duties and Responsibilities:

- Coordinate activities and materials between Cape Public Schools and its Non-Public partners.
- Organize and conduct Title IV Advisory Council meetings.
- Arrange for guest speakers, programs, and materials for classroom and school instructional activities related to safe, disciplined, drug-free schools and communities with the assistance of principals and teachers.
- Coordinate parent involvement in safe and drug-free school activities.
- Evaluates and develops programs around survey results and needs.
- Ensures compliance with federal and state regulations and guidelines for Title IV funded programs.
- Represents the District and the Superintendent in community activities as assigned.
- Participates in school and District committees.
- Research and submits grant proposals for additional funding opportunities as directed by the Director of Administrative Services.

Hazards:

For some buildings, stairs, and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between schools will cause exposure to hazardous driving and walking conditions.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to travel between multiple locations.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Reviewed August 2013