

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title: Coordinator, Operations **Job Code:** 79008
Job Classification: 06 Non-Instructional, District-Based Managers **EEO Line:** 06
Job Class Category: E Managers **Job Description Supplement Code:** 2
Reports to: Director, Operations **Salary Locator:** Support Personnel 3

SUMMARY:

Promote a safe, orderly, and caring environment by planning and implementing programs designed to reduce school violence and to engage students in appropriate behaviors and activities that promote character and facilitate academic growth.

QUALIFICATIONS:

- (1) Minimum of three (3) years law enforcement experience
- (2) Possess an active State of Florida Law Enforcement certificate
- (3) School Resource Officer experience preferred
- (4) Valid Florida Driver's License and acceptable driving record
- (5) Satisfactory criminal background check

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES: To perform the job successfully, an individual will need to develop expertise in each of these areas to fulfill the vision for the District's safety program Law Enforcement; Security; Risk Management; Fire Service and Emergency Management.

- (1) Knowledge of school law, criminal law, and Florida Department of Education rules
- (2) Knowledge of PCSD Board rules and policies
- (3) Ability to maintain and administrate a law enforcement agency and to serve as a law enforcement officer
- (4) Skill in areas related to youth development
- (5) Knowledge of District's compliance with the Jessica Lunsford Act
- (6) Coordinate the training of all employees involved in shelter operations utilizing National Incident Management System
- (7) Serve as Agency Administrator for the Putnam County School District Police Department, meeting all requirements set forth by the Criminal Justice Standards and Training Commission, 943.13, F.S., and 1006.12 F.S.
- (8) Ability to continue and improve the District's ongoing commitment to safety

PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in your position.
- (2) Maintain high degree of confidentiality
- (3) Plan and implement programs and activities to reduce school violence
- (4) Promote character education concepts and serve as a positive role model
- (5) Maintain high visibility throughout the facilities and campuses
- (6) Collaborate closely with School Resource Officers
- (7) Coordinate program related staff development for faculty and staff as required
- (8) Monitor student behavior and develop interventions for improvement
- (9) Make classroom presentations on program-related topics in coordination with instructional staff
- (10) Communicate effectively with students, parents, administration and staff
- (11) Serve on School Crisis Teams
- (12) Work with local agencies who maintain current data on juveniles involved in the criminal and juvenile justice system and assure that proper notification to school personnel is made as prescribed by Florida Statute
- (13) Conduct investigations of alleged crimes and misconduct as requested by administration
- (14) Assist Director with security concerns
- (15) Assist Department of Human Resources with sensitive employee matters
- (16) Attend scheduled safe school program meetings
- (17) Participate in professional growth opportunities
- (18) Follow established safety rules and regulations and maintain a safe and clean working environment.

- (19) Assist in the writing of specifications of evacuation procedures and reporting.
- (20) Respond to emergency requests as required
- (21) Perform other incidental tasks consistent with the goals and objectives of this position as directed.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the PCSD Board's policy on evaluation of personnel.

BOARD APPROVAL:

Adopted: June 3, 2014