



**Centralia School District
Job Description
Safety & Security Coordinator**

Reports to: Principal

Location: CHS/CMS

Bargaining Unit: Non-Represented

FLSA Status: Non-Exempt

Job Summary: The safety & security coordinator works with building administrators to create a presence of safety by investigating student discipline concerns including searches and interviews. This position will de-escalate student behavior and develop positive relationships with staff, students, and families.

Required Qualifications:

- At least five years of law enforcement, security, military, or similar experience
- Ability to develop and maintain appropriate, positive relationships with students, staff, families, and community members
- Ability to work independently and in a dynamic team environment
- Demonstrated ability to communicate effectively, possess awareness (for self and others), listen actively, be patient, incorporate humor/lightheartedness into work, be empathic, and be customer-service oriented
- Possess a growth mindset and fallibility
- Ability to appropriately organize daily work by documenting, prioritizing, and clearly communicate verbally and in writing
- Reliable transportation
- Ability to prioritize work, maintain confidentiality, work independently and in a team setting, and effectively problem-solve
- The ability to support the District's vision, mission, and goals including the belief that all students can succeed
- Ability to provide proof of being fully vaccinated against COVID-19
- Ability to uphold board policies and follow administrative procedures
- Ability to perform the essential functions of the job with or without reasonable accommodations

Preferred Qualifications:

- Familiarity with school and state laws, rules, and regulations
- Live in the school district boundaries
- Ability to speak Spanish
- Experience working with youth in a variety of settings

Essential Functions:

- Investigate student discipline concerns
- Stay up to date with changing laws, rules, and regulations and the ability to implement changes as appropriate
- Serve as a liaison and coordinate between the school district and local law enforcement
- De-escalate student behavior
- Serve on the buildings' safety teams
- Serve on the building's threat assessment teams
- Conduct student searches
- Appropriately document investigations and incidents in coordination with the building administrators
- Supervise students on campus
- Communicate clearly and effectively with families
- Develop and maintain appropriate relationships with students, staff, and families
- Provide in-service trainings for a variety of stakeholders
- Attend trainings as appropriate and directed
- Provide administrators investigation findings
- Other duties as assigned

Salary: \$37.86 - \$40.19 per hour, depending on experience

Work schedule: 197 days per school year

Benefits: 11 holidays; 11 days of sick leave, 3 personal days, and 5 bereavement days per school year; health insurance benefits including medical, vision, dental, long-term disability insurance, and life insurance; State retirement

Application Procedures: Applicants interested in this position should apply online at edjobsnw.com and send a letter of interest to Josue Lowe, Principal at jlowe@centralia.wednet.edu. Internal applicants need only to send a letter of interest.

Working Condition and Physical Effort Requirements

	Seldom or Never	Monthly	Weekly	Daily	Hourly
Lift/push/pull/carry objects up to 10 lbs.					x
Lift/push/pull/carry objects 11-20 lbs.				x	
Lift/push/pull/carry objects 21+ lbs.				x	
Standing up to one hour at a time				x	
Standing up to two hours at a time				x	
Standing for more than two hours at a time	x				
Stooping and bending				x	
Ability to reach and grasp objects					x
Manual dexterity or fine motor skills					x
Ability to communicate orally					x
Ability to hear					x
Proofreading and checking documents for accuracy				x	
Using a computer and computer software				x	
Using various technology tools				x	
Working in a normal office environment with few physical discomforts				x	
Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations, or other conditions				x	
Working in an area that is very uncomfortable due to extreme temperatures, noise levels, or other conditions			x		
Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises, or muscle pulls	x				
Operating school buses, light and heavy-duty trucks & automobile and/or vans		x			