

SCHOOL DISTRICT OF LAFAYETTE COUNTY
DIRECTOR, SCHOOL SAFETY AND MENTAL HEALTH
JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's degree from an accredited educational institution or equivalent in prior military and/or law enforcement experience. Years of service may be substituted for years of academic study. Two years of law enforcement/military experience will count as one year of academic study.
- (2) Certification in Educational Leadership, Administration and Supervision, School Principal, or some other formally recognized leadership role is desired.
- (3) Five (5) years successful experience in education, military, and/or law enforcement including two (2) years in administration or supervision.
- (4) Satisfactory criminal background check, drug screening, and current performance evaluations required.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to communicate effectively, both orally and in writing. Ability to present information effectively to a variety of audiences. Ability to respond to questions from groups, employees, and the general public. Ability to use effective public relations skills. Ability to work collaboratively with others. Ability to establish and maintain effective working relationship with students, staff and the school community. Ability to use conflict resolution strategies. Ability to lead groups to consensus. Ability to collect, analyze and interpret data. Ability to define problems, collect data, and draw valid conclusions. Ability to make decisions based on relevant information. Ability to plan, establish priorities and use time effectively. Ability to use current technology in administration and instruction. Knowledge of the Security Procedures Manual. Knowledge of current trends, research and best practices in school safety and mental health. Ability to apply knowledge of current research and theory in specific field. Knowledge of national, state, and district educational goals and standards. Ability to read, interpret and implement State Board of Education rules, School Board policies, and appropriate federal and state statutes. Ability to understand the Florida Statutes related to safety, security, and mental health.

REPORTS TO:

Superintendent

JOB GOAL

To assist the Superintendent in all areas related to school safety and mental health.

SUPERVISES:

Administrative, Instructional, and Support Personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Complete School Safety Specialist Training Program within one year of hire date and complete all required follow-up training thereafter.
- *(2) Conduct annual School Security Risk Assessments for each school and the District using the Florida Safe Schools Assessment Tool (FSSAT). Provide this report to the school board, for review, annually prior to the date due to Florida Department of Education.
- *(3) Create, modify, and maintain the district's mental health plan. This plan is required by law and must be presented annually for approval by the school board.
- *(4) Write, maintain, report on, and oversee all grants involving school safety and mental health.
- *(5) Develop, Implement, evaluate and modify district and school safety plans.
- *(6) Review district policies and procedures, and Student Codes of Conduct to ensure school safety and mental health requirements are within the requirements of current law.
- *(7) Participate in the Guardian Program. Oversee training, certification, testing, and reporting required by law and/or district policy/procedure.

DIRECTOR of Education and School Safety (Continued)

- * (8) Direct and coordinate all activities related to the district's safety, security, and mental health planning.
- * (9) Provide/Oversee all school safety and mental health training of students and district employees as required through law, SBE rules, and/or district policies and procedures.
- * (10) Serve as liaison between Lafayette county schools/district, and all outside agencies such as Law Enforcement Agencies, Department of Health, Department of Child and Family Services, Emergency Management, etc.
- * (11) Coordinate with multiagency network to support the needs of students and families within our district.
- * (12) Prepare an annual calendar for school safety and mental health training and certification of newly hired personnel as well as recertification of existing employees.
- * (13) Bi-annually, schedule and test functionality and coverage of all emergency communication systems and determine if adequate signal strength is available in all areas of the school's campus.
- * (14) Investigate circumstances surrounding newly registered students who have previously been referred for mental health services to determine initial placement as well as services needed.
- * (15) Oversee School Threat Assessment Teams (STAT) at each school to ensure teams consist of the required personnel and are meeting at least once per month.
- * (16) Oversee all investigations of threats of mass shootings/bombing/ etc whether written or oral.
- * (17) Serve as liaison between STAT, outside agencies, and student's parent/guardian. Coordinate services required for students as recommended by the STAT.
- * (18) Oversee the Student Crime Stopper Program.
- * (19) Oversee the scheduling and practice of all emergency drills to ensure frequency requirements are being met. Observe students and employees as drills are rehearsed to determine if changes to our procedures or additional training is needed.
- * (20) Provide for Youth Mental Health Awareness training.
- * (21) Coordinate with LE in scheduling of SRO's, Marshalls, and other security staff to ensure all events are properly covered.
- * (22) Create, modify, maintain building schematics identifying building number and teacher assigned to each classroom. Ensure Emergency Management (EM) and Law Enforcement (LE) receive updates.
- * (23) Create, modify, maintain bus route information to include stop times, length of routes, student information, FDLE sex offenders along routes, etc. Ensure latest updates are shared with LE and EM.
- * (24) Monitor Early Warning System and report as necessary to internal and/or external agencies.
- * (25) Investigate truancy issues reported through the early warning system or through school administration. Ensure parent and students are contacted and properly informed throughout the truancy process.
- * (26) Receive reports from Fortify Florida and contact the appropriate person, team or agency required to investigate the potential threat.
- * (27) Provide for training of students and employees concerning the anonymous reporting app, Fortify Florida.
- * (28) Oversee planning and communications with Emergency Management / Red Cross concerning sheltering and transportation as required during times of emergency.
- * (29) Use of technology should be effective and appropriate as it applies to job duties/requirements.
- * (30) Maintain student records for students identified by STAT as a potential threat.
- * (31) Coordinate and oversee Bullying Plan. Provide annual required training for employees. Ensure students are aware of the district bullying policy and plan.
- * (32) Coordinate and oversee finger prints, background checks and id badges.
- * (33) Coordinate and oversee Public Records Management.

Inter/Intra-Agency Communication and Delivery

- * (43) Work with the State Department of Education and the instructional staff to plan programs that meet the requirements of state statutes, State Board of Education rules and regulations, and federal programs.
- * (44) Respond to inquiries and concerns in a timely manner.
- * (45) Visit schools and participate in the resolution of issues.

DIRECTOR of Education and School Safety (Continued)

- *(46) Advise the Superintendent and Board members regarding all aspects of school safety and/or mental health.
- *(47) Facilitate articulation among schools, among programs and between the schools and district-level personnel.
- *(48) Interact with parents, outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- *(49) Interpret programs, philosophy, and policies of the district to staff, parents, and the community.
- *(50) Keep supervisor informed of potential problems or unusual events.
- *(51) Maintain communication with other agencies and school districts to share and receive information about effective programs and practices.
- *(52) Use effective, positive interpersonal communication skills.
- *(53) Coordinate planning with other agencies.
- *(54) Develop, maintain, and enhance school-community relations and provide liaison among schools and school communities.
- *(55) Maintain a close working relationship with district and school staff to ensure the exchange of information and coordination of effort for effective school operations.
- *(56) Serve as liaison with the Florida Department of Education for assigned areas of responsibility.
- *(57) Work cooperatively with the Superintendent, Board Members and other personnel.

Professional Growth and Improvement

- *(60) Keep informed and disseminate information about current research, trends, and best practices in areas of responsibility.
- *(61) Coordinate the development and implementation of inservice education.
- *(62) Ensure that inservice training meets identified needs and is focused on student safety.
- *(63) Promote and support professional growth for self and others.
- *(64) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- *(65) Coach and/or mentor staff.

Systemic Functions

- *(66) Promote the vision and mission of the district.
- *(67) Develop annual goals and objectives consistent with and in support of district goals and priorities.
- *(68) Review, interpret and communicate new legislation to ensure that district policies, procedures and programs meet new requirements.
- *(69) Assist in the development of the district training calendar.
- *(70) Participate in district planning.
- *(71) Recommend programs to support the district's annual and long-range safety plans.
- *(72) Participate in Board workshops and presentations.
- *(73) Assist in the development of administrative guidelines.
- *(74) Assist in the development of policies related to school safety and mental health services.
- *(75) Assist in the preparation of School Board agenda items related to school safety and mental health.
- *(76) Prepare the department budget and monitor its implementation.
- *(77) Assist principals in the preparation and implementation of budget items related to school safety and mental health.
- *(78) Serve on district, state or community councils or committees as assigned or appropriate.
- *(79) Represent the district at state and regional functions.
- *(80) Supervise assigned personnel, provide assistance, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- *(81) Model and maintain high standards of professional conduct.

Leadership and Strategic Orientation

- *(84) Provide leadership, direction and oversight for school safety and mental health priorities and projects that support district strategic initiatives and meet state and federal mandates.
- *(85) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery services and evaluation of services provided.
- *(86) Provide leadership and direction for school improvement planning throughout the district.
- *(87) Involve principals in systematic and team approaches to school leadership and management.

DIRECTOR of Education and School Safety (Continued)

- *(88) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- *(89) Use appropriate styles and methods to motivate, gain commitment, and facilitate task accomplishment.
- *(90) Facilitate problem solving by individuals and groups.
- *(91) Provide oversight and direction for cooperative planning with other agencies.
- *(92) Serve as a member of the Superintendent's leadership team.
Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

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

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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 Board's policy on evaluation of personnel.