

*Director of Safety and Student Services - Duties*

Responsible for:

1. All responsibilities related to the supervision of school security staff.
2. Reviewing the policies and procedures related to school safety and security regarding compliance with Federal and State laws regarding school safety and security.
3. Coordinating professional development, training, and resources for students and school staff in matters relating to situational awareness, trauma-informed education awareness, behavioral health awareness, suicide and bullying awareness, substance abuse awareness, and emergency procedures and training drills, including fire, natural disaster, active shooter, hostage situation and bomb threat.
4. Coordinating school safety and security assessments.
5. Reviewing District emergency procedures and training drills, including fire, natural disaster, active shooter, hostage situation, and bomb threat.
6. Serving as administrative facilitator of the District Safety Committee.
7. Serving as administrative liaison to Area Residents Caring and Helping (A.R.C.H.).
8. Serving as the liaison to law enforcement, and other organizations on matters of school safety and security.
9. Presenting annually to board of school directors regarding District's current safety and security practices and identifying strategies to enhance school safety and security.
10. Coordinating a tour of District buildings and grounds biennially or when a building is first occupied or reconfigured with the law enforcement agencies and first responders that are primarily responsible for protecting and securing the District.
11. Serving as the Pandemic Coordinator.
12. Managing and evaluating all District-supported student services, multi-tiered intervention process, gifted support, and Section 504 agreements.
13. Supervising District nurses, mental health specialists, and multi-tiered intervention teachers.
14. Providing for the needs of students by coordinating the efforts of school nurses and physicians, psychologists, related service providers, mental health specialists, and dental hygienist

15. Monitoring District and Charter School attendance procedures and providing support for school-based attendance officers.
16. Managing District homebound and home education and completing required State reports.
17. Acting as liaison for Child Abuse reporting, substance use and abuse prevention.
18. Developing and managing student services and special education cost center budget, State and Federal reporting for Contingency reimbursement, Act 16 funding, and IDEA grant.
19. Reporting periodically to Board of School Directors regarding special education spending associated with this role.
20. Supervising all personnel reporting to them.
21. Performing such other duties and responsibilities as assigned by the Superintendent.

Reports to Superintendent of Schools