

Red Wing Public Schools Position Description

School Safety Coordinator

General Information

Department:	Building Administration and Support
Unit:	Non-Classified
Immediate Supervisor:	Principal/Assistant Principal Red Wing High School
Grade Placement:	14/575
FLSA Status:	Non-exempt

Position Summary

This position will support the RWHS administration with safety and security within the building and outside the building during the school year. This position will need to be filled by a person who is student centered and has the ability to establish positive relationships with both students and staff members. They should have some training in behavioral de-escalation and the physical abilities to be on their feet much of the day. A background in Positive Behavior Interventions and Supports (PBIS) is also essential. Finally, an Associate or Bachelor's degree is required for this position.

Essential Duties and Responsibilities

1.	Assist in the smooth and efficient operation of the administering of the school
2.	Assist the high school administration and staff with student discipline, trains staff on crisis management
3.	Assists the administration with the supervision of the hallways, bathrooms, locker rooms and other areas of the building to ensure safety and security.
4.	Has the the skills and training to de-escalate students with escalated behavior
5.	CPI Certified or willing to be CPI Certified
6.	Builds connections and relationships with students and their families
7.	Can work one on one or in small groups with students and their families on meeting their daily needs
8.	Works with the Activities Office in supporting students on academic probation
9.	Assists administration and staff with the implementation and data collection of PBIS
10.	Administers the maintenance of districtwide crisis management procedures.
11.	Type 3 van trainer
12.	Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).

Required Education, Training, and Work Experience

Required Education / Training:	AA or BA degree; Training in Behavior/Conflict De-escalation
Degree Information:	AA or BA degree required
Major Field of Study or Degree Emphasis:	Preferred security or law enforcement work preferred
Licenses / Certifications Required:	Behavior/Conflict resolution training

Essential Knowledge Required to Perform the Essential Functions of the Position

- Minnesota State High School League (MSHSL) eligibility rules, rules and policies.
- School policies and academic eligibility requirements.
- First Aid procedures
- Local and state rules, regulations or laws pertinent to the safety/health and events of the high school.

Essential Skills Required to Perform the Work

- Supervising, delegating and monitoring the performance and activities of students and school staff who are assigned to assist with supervision.
- Administering the interscholastic sports program consistent with the rules and by-laws of the Minnesota State High School League (MSHSL).
- Developing, motivating, and fostering collaborative relationships both inside and outside the organization.
- Dealing effectively and appropriately with parents, students, staff, administrators, community groups, and coaching personnel.
- Resolving conflicts

Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
Physical Activities				
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feel		X		
Reach with hands arms		X		
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk or hear				X
Taste or smell		X		
Lifting / Forcing Exerted				
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties: Cold or hot temperatures outside

Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed to disagreeable conditions involving human/student/parental contact. Duties also involve working irregular or evening hours due to events, contests or other functions.

Classification History and Approval

Created (Date Created or Revised):

Created 6/10/2021

Revised 7/09/2021