

**Position Description: Safety, Security and Loss Prevention Specialist (SSLPS)**

**Direct report to Michael Adamek, Superintendent, Fairfield Area School District**

Primary Duties:

The SSLPS will review, develop, implement and oversee programs, policies and procedures designed to provide a safe and secure environment for students, teachers, staff, parents, and visitors. This will be carried out with close adherence to the *requirements* of Act 44 of 2018 and section 1309-B of the Public School Code which stipulates the district’s lawful responsibility to develop school safety and security assessments, issuing a survey to school entities to measure school safety and security preparedness, and administration of grants.

The SSLPS will be responsible for creating a comprehensive school safety program in accordance with the formal risk assessment created specifically for the needs of the Fairfield Area School District by a representative of the Security Risk Analysis Program at Penn State University and withstanding the mandates, liability constraints and consistent training required by the state of Pennsylvania. The SSLPS will work directly with the district to ensure that needs are met in a timely manner, but also within the financial constraints of the district budget through diligent prioritization.

These duties will be carried out through proactive identification of hazards and exposures, and prompt mitigation of those exposures, while simultaneously providing a consistent *physical* presence to serve as a deterrent for unsafe behavior and as a confidant for the school community at large. This will include, but is not specifically limited to working with local law enforcement and emergency services agencies, district personnel, students, families and community groups.

The SSLPS shall carry out these duties with close attention to professional staff *and volunteer* training on safety plans, monthly safety evaluations, daily patrolling and drills designed to address appropriate response in emergency situations as outlined in district and building safety plans.

Essential Job Functions:

1. Using the All-Hazard Plan template FASD purchased as the framework for compliance with consistently evolving Federal and Pennsylvania state mandates, liabilities and training *requirements*:
   1. June 22, 2018, Governor Tom Wolf signed Act 44 of 2018 into law, creating a School Safety and Security Committee within PCCD. The Committee is tasked with developing the criteria school entities are to use in performing school safety and security assessments, issuing a survey to school entities to measure school safety and security preparedness, and administering of grants.
   2. Assessments are to include consideration of the safety and security of a school's physical environment, climate and behavioral health environment, and related policies and trainings.
   3. PA Act 153 Clearance which stipulates that any adults who come in contact with children, either paid employees or unpaid volunteers, complete a comprehensive, and regularly updated, child abuse and criminal background check.
2. Creates and oversees a multi-faceted school safety and security plan to include, but not limited to, acts of terrorism, active assailant/shooter and bomb threats, fire and weather-related risks, general safety hazards, mental health awareness and well as bullying and child abuse related risks with immediate attention, within year-one, given to mitigation of issues identified in the FASD Security Assessment:
   1. Critical Issues
   2. Mid-Level Issues
3. Serves as liaison for law enforcement agencies, emergency responders, and local entities.
4. Serves as direct liaison and resource for parents and school personnel when issues of concern arise and will conduct investigations into those issues or incidents.
5. Revise, implement, and maintain the district’s emergency preparedness plans and emergency drill schedule (monthly) to ensure compliance or to *exceed* regulatory requirements, to include violence prevention and programmatic services related to school climate.
6. Develop safety protocol and all-hazard plan training for staff and youth feeder programs that utilize FASD facilities. This includes after-hours activities such as sports/band/theater practice in which staff or volunteers may be present and responsible.
7. Ensures aforementioned training and protocol development is ongoing and fluid to satisfy rapidly changing regulations and keep staff and volunteers current on those changes.
8. Works with staff and volunteers on intervention strategies and identification of youth at risk for engaging in unsafe behavior or being victimized.
9. Develop and implement student instruction on school safety issues and emergency preparedness.
10. Develops internal and external communication plan for district to and from administrators, personnel, youth feeder organizations and other agencies for the purpose of safely coordinating activities (including after hours), resolving issues and conflicts and general exchange of information regarding locked entrances and other access points.
11. Develop building accessibility plan for special events taking place during the school day (i.e. Veterans Day breakfast, Grandparents Day, etc.) for student safety and ADA compliance.
12. Serves as associate director of Safe2Say (PA mandate) school hotline team. Managed in collaboration with, and by direction of, FASD Superintendent which establishes a safe reporting mechanism for the entire school community. This program is managed by specific FASD district personnel.
13. Compiles data from external sources to extrapolate best practices, establish key performance indicators in order to analyze progress on risk reduction, ensure compliance with established policies and procedures, and/or monitoring program components.
14. Works with district administration to complete regular inspections and systemic audits of facilities through a developed safety and security check.
15. Works with district administration on procurement of safety and security equipment, supplies and services as well as evaluation of return on investment of those items.
16. Facilitates meetings as chairperson on FASD Safety Committee.
17. Advises and assists administrators in matters involving criminal activities in or on school campuses.
18. Monitor social media outlets to proactively detect the possibility of a threat.