



# Oak Park Elementary School District 97

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TO: Dr. Carol Kelley, Superintendent of Schools  
Board of Education

FROM: Dr. Alicia Evans, Assistant Superintendent of Finance and Operations

SUBJECT: School Safety and Security Coordinator Position

DATE: July 18, 2017

The school safety and security coordinator position was created to address student and staff security and ensure consistency throughout the district. More importantly, this position will be responsible for creating, coordinating, implementing and monitoring systems focused on the safe learning environment. Currently, the duties of this position are shared between two directors and building principals. There is not a designated point of contact for matters of security. However, most of the duties are performed by Dr. Starks-Turner.

Some of the specific duties for this position are,

- Assists in the development and implementation of security plans for special events involving the school facilities within the jurisdiction of Oak Park School District 97.
- Advises and assists site-based administrators in matters involving criminal activities on school campuses.
- Participates in the development and maintenance of a District level Crisis Response Plan.
- Research, monitors and recommends districtwide surveillance equipment.
- Provides information for required website updates, such as the sexual offender list.
- Ensures all school buildings are safe for students, parents and staff members.
- Evaluate and recommend procedures and equipment protocols for visitors entering District school buildings and offices
- Directs/coordinates the periodic assessment/audit of school facilities and grounds to determine safety and security issues.
- Coordinates with site-based administrators, and building and grounds to address and correct safety/security issues on school campuses.
- Prepares memos, reports, and drawings, related to safety and traffic issues on school campuses and forwards those to building and grounds or other appropriate locations.
- Serves as a liaison with other agencies such as local, state, and the transportation contractor.
- Provides periodic reports to the Superintendent and the School Board on matters pertaining to school safety.
- Works directly with local law enforcement agencies during critical incident situations and follow-up.
- Implements training programs pertaining to matters of safety and security for site-based administrators and bus supervisors.

The salary for this position ranges from \$60,000 - \$67,000. Hence, with the reduction in force of two administrative buildings and grounds staff members and the elimination of the data analyst position, the net impact to the budget is still positive.