
BOARD AGENDA ITEM

Information/Discussion ☐
Future Action ☐
Action ☒

Item: Hiring of Region 1 Safety & Security Coordinator

Date: 30 March 2023

Submitted by: Kevin Philipps

Board Meeting Date: 17 April 2023

Recommended by: Dave Rodgers

RECOMMENDATION:

It is recommended that the Board approve the hiring of a new Region 1 Safety & Security Coordinator. This is a new position.

BACKGROUND:

On 21 March 2023, Cedar Springs Public School District Superintendent Scott Smith met with Kent ISD Superintendent Ron Koehler and Assistant Superintendent Kevin Philipps. Kent ISD Safety and Security Coordinator Sean Burns also was in attendance.

Superintendent Smith proposed that Kent ISD hire a Safety and Security Coordinator that would be responsible for coordinating the safety/security postures of all the Region 1 cohort districts (except for Rockford Public Schools). The person hired would be expected to be a liaison for the cohort districts with their local first responder agencies, the Michigan State Police Office of School Safety, and similar organizations. The Coordinator would be supervised by the Kent ISD Safety and Security Coordinator.

This plan was approved by Kent ISD leadership. Region 1 Superintendents agreed to reimburse Kent ISD \$18,000 each for the Coordinator's salary and benefits. Kent ISD agreed to cover the remaining portion of the Coordinator's salary/benefits. This position will be a 215 day, Grade 7 salary position.

**Job Title: Kent Intermediate School District Region 1 Safety & Security Coordinator
Full-Time, Non-Union Professional - 215 day, Grade: 7**

The Kent ISD Region 1 Security Cohort includes the following member school districts:

- Cedar Springs Public Schools
- Comstock Park Public Schools
- Kenowa Hills Public Schools
- Kent City Public Schools
- Northview Public Schools
- Sparta Community Schools

The Kent ISD Region 1 Safety & Security Coordinator is a new position that will be responsible for the oversight and coordination of the overall safety/security posture of the Region 1 Security Cohort districts at the organizational level. Currently, these safety and security functions are distributed amongst multiple teams at each of the member districts, e.g., district safety/security teams, facilities, building principals, building-level teams, technology services, etc.

The Region 1 Safety & Security Coordinator will be responsible for coordinating these teams and guiding their respective efforts to ensure consistency within each of the member districts. The coordinator will also train teams from member districts to provide an all-region emergency response as needed.

The Coordinator will be expected to provide accounts of the safety and security posture of each member district, both as a whole and its components, to the senior leadership of each district. The Coordinator also will serve as the liaison between the cohort districts and first responders, School Resource Officers (SROs), the Michigan State Police Office of School Safety, and similar organizations.

In addition to the primary responsibilities summarized above, the Coordinator will serve as the point person for local school districts, public school academies, and area law enforcement agencies to enhance safety/security planning and response at a regional level.

Job Qualifications:

General

Community-minded, team-oriented professionals, with demonstrated experience working with diverse communities and colleagues, to help develop and foster an inclusive and welcoming educational climate that allows students and staff to flourish. Applicants must be self-motivated, enthusiastic, organized, and demonstrate good judgment.

Experience, Education, Certifications and Trainings

The ideal candidate will have a(n):

- Minimum of 5 years' experience serving in a similar role, such as public safety or other governmental organization, including human services and youth programs;
- Minimum of 5 years' experience coordinating emergency response planning and safety work with external agencies, including but not limited to; law enforcement, community partners, and emergency responders;

- Previous experience coordinating team members distributed across multiple locations that are not under direct supervision;
- Bachelor's Degree or higher in a relevant field including education, counseling, management, or public safety is preferred – a Master's Degree in a similar field is desirable, but not required;
- Strong verbal, writing and interpersonal skills with the ability to understand competing points of view;
- CPR/First Aid/AED Certificate; and
- Certification in Incident Command and other National Incident Management System (NIMS) areas – being a Certified Trainer is a plus.

Knowledge, Skills and Abilities

The ideal candidate will have a(n):

- Knowledge and ability to understand and work within a diverse education population and environment;
- Demonstrated ability to foster effective internal and external working relationships with individuals and organizations that reflect a broad range of identities, perspectives, and experiences;
- Working knowledge of the mission/function of the Kent Intermediate School District, to include knowledge of the mission/function of the districts that compose Region I, and a general knowledge of K-12+ education;
- Demonstrated ability to identify and evaluate mutually competing values when developing strategy and procedures;
- Working knowledge of the Incident Command System (ICS) and emergency preparedness, preferably with demonstrable experience managing critical incidents or emergency situations;
- Demonstrated knowledge of the structure, functions, and interrelationships of local, state, and federal governments and emergency response agencies (e.g. local, state, and federal law enforcement, fire and emergency medical services);
- Experience with fire and life safety systems and safety strategies related to it;
- Demonstrated knowledge and ability to operate effectively, to deploy sound judgment, to lead with confidence, to effectively communicate with groups having diverse interests during highly stressful emergency circumstances, and to manage situations in a courteous, impartial, patient, but appropriately authoritative manner;
- Record of success in implementing standard operating procedures and in developing policy initiatives that resulted in the enhancement of community safety;
- Working knowledge of integrated IP-based video surveillance systems, door access systems, and other safety/security related technologies;
- Proficiency operating a computer and a thorough knowledge of MS Office (Word, Excel, Power Point, etc.) or comparable platforms;
- Experience with budget analysis, budget management, and purchasing requests;
- Excellent verbal and written communication skills to include the ability to build consensus;
- Valid driver's license with a clean driving record; and
- Clear criminal history as determined by a required fingerprint-based background check.

Key Duties and Responsibilities:

Essential duties include:

- Coordinating the overall safety/security posture of the Region 1 Security Cohort districts at the organizational level;
- Developing and coordinating operational plans to enhance the ability of Region 1 districts to mitigate, respond, and recover from safety/security events in each member district;
- Providing support for cohort members with regards to the implementation of district technology systems related to safety and security, e.g., radio, video surveillance, and door access;
- The creation of safety/security training goals and objectives for the training of cohort district staff;
- The development and enactment of safety and security related audits / readiness reports / etc.;
- Providing regular reports to the senior leadership of cohort districts on the state of their district's safety/security posture to include recommendations on how the district can enhance its readiness;
- The participation in cohort district's budgeting processes to enhance safety/security efforts in each member district;
- Serving in a significant capacity such as the Incident Commander in a district-wide incident;
- Serving as the liaison for cohort members with the Michigan State Police Office of School Safety and other similar roles;
- Ensuring the compliance of cohort members with regards to safety and security related requirements, e.g., state reporting;
- Pursuing grants and other funding opportunities to enhance safety and security;
- Developing procedures, guidelines, and policy to support the overall safety and security efforts within each of the cohort districts;
- Partnering with Kent County safety/security leaders to coordinate safety/security efforts with mutual benefits;

Building-Level Leadership

- Work in concert with building leadership to support and enhance building-level safety/security efforts to include district and building initiated efforts;
- Determine staff readiness to respond and recover from safety and security incidents / events, then work with building leadership to improve these capabilities; and
- Coordinate with the Kent County Sheriff's Office to ensure all School Resource Officer's (SROs) activities are consistent across cohort member districts.

Regional Leadership

- Serve as liaison to other regional efforts related to safety and/or security;
- Be the cohort districts' point of contact for other school districts who are seeking information on safety/security measures; and
- Facilitate meetings with local education agencies as needed.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.