

# Safety Coordinator

## Position Announcement

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**Reports To:** Senior Director of School Programs

**Closing:**

Open Until Filled. **Start Date:** Flexible/ No later than July 1<sup>st</sup>, 2024

**Job Type:** Full Time. 2-Year Grant Funded Position, with potential extension.

**Salary Range:**

Starting at \$6,250 - \$7,500 (monthly). Commensurate with experience.

### ORGANIZATION OVERVIEW

The Colorado Charter School Institute (CSI) is a statewide charter school authorizer whose mission is to foster high-quality public-school choices offered through charter schools, particularly schools that are focused on closing the achievement gap for at-risk students. Governed by a board of nine members appointed by the Governor and Commissioner of Education, CSI currently serves a diverse portfolio of 40+ schools across the state of Colorado serving over 20,000 students. CSI is uniquely positioned to serve and promote charter school innovation in communities throughout Colorado and to be a leader in improvements in authorizer practices. CSI aspires to continue growing the quality and quantity of its portfolio of schools in Colorado in response to the need for high quality, innovative charter school options. Our organization is at an extraordinary point of opportunity and is poised to make additional systemic changes that will yield improvements within the portfolio's overall student achievement.

[Visit our website to learn more](#)

**Please note:** Applications will be reviewed as they are received. This position is non-classified and is not subject to appeal rights.

### POSITION SUMMARY

The School Safety Coordinator is responsible for developing, implementing, and overseeing a comprehensive school safety approach for CSI schools. This position will work collaboratively with school administrators, CSI staff, local law enforcement and safety agencies, and community partners to ensure a safe and secure learning environment for all.

The overall objectives of this position include:

- **Enhance Safety and Security:** Improve the overall safety and security of the entire portfolio of 43 CSI schools, benefiting over 23,000 students and 2,930 staff members across the state of Colorado.
- **Standardize Practices:** Establish consistent protocols and practices for providing support, guidance, and oversight to CSI's diverse portfolio of schools in the area of school safety.
- **Provide Effective Training:** Provide both proactive (training, communication, relationships) and ad hoc (emergency notifications, crisis response) training to address safety concerns comprehensively.
- **Build Relationships:** Facilitate the development of relationships between CSI schools and local safety agencies, enhancing collaboration and crisis response effectiveness.
- **Improve Resource Allocation:** Allocate resources efficiently to ensure that safety initiatives are sustainable and responsive to the unique needs of CSI and its schools by following a tiered approach to supports.

This is a 2-year Grant Funded Position, with potential extension.

Please see below for a complete position description:

### **ESSENTIAL DUTIES: ROLE-SPECIFIC RESPONSIBILITIES (75%)**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

#### Complete Comprehensive Portfolio-wide Needs Assessment

- Review CSI school Emergency Operations Plans (EOPs), CSI Mental Health and School Safety data, and conduct site visit walkthroughs, listening sessions and community meetings to identify gaps that exist between EOPs and full implementation.
- Develop and/or improve upon existing policies and protocols for school safety incident response.

#### Develop and Implement Centralized School Safety Approach at CSI

- Use results of the comprehensive needs assessment to inform both system-wide, regional, and school-specific interventions, and to develop a structured training program and school safety resource library for CSI schools.
- Develop tiered approach to oversight and support for CSI schools in the area of school safety.
- Provide regional training opportunities in key areas of school safety. This may include (but is not limited to) threat assessment training, tabletop crisis drills, reunification drills, etc.

#### Develop Regional Safety Collaboratives

- Identify key local partners and develop formal relationships to respond to school safety concerns for each region of the state in which CSI schools are located.
- Create frameworks and standard operating procedures to support the implementation of regional CSI school safety collaboratives.

#### Develop and Utilize Program Evaluation Metrics for Key Indicators of School Safety

- Use a variety of metrics to monitor efficacy of implementation and progress towards goals aligned with areas outlined above.

### **ESSENTIAL DUTIES: DEPARTMENT RESPONSIBILITIES (25)%**

- Approach work with a focus on equity, access, and continuous improvement to support schools in closing outcome gaps.
- Stay up to date on current research and topics related to assigned program areas.
- Ensure that all training, technical assistance, and compliance monitoring includes tiered processes and actions based on school performance.
- Participate in the review of charter applications and school operational plans in support of CSI's role as a school authorizer.
- Ensure quality and availability of data for inclusion in the CSI Annual Review of Schools and other CSI initiatives
- Review proposed and existing legislation for possible impact related to specialty area.
- Provide operational support for the Senior Director of School Programs.
- Establish and maintain practices that advance departmental and organizational knowledge management efforts.

### **BENEFITS**

As a valued member of the Colorado Charter School Institute team, you'll enjoy an array of benefits designed to enhance your well-being and professional growth. These include comprehensive medical, dental, and vision insurance, paid holidays, generous paid leave, flexible schedule options, a supportive work-life balance ethos, complimentary life, and disability insurance (with opportunities for enhanced coverage), options for Flexible Spending and Health Savings Accounts, access to professional development programs, wellness initiatives, performance-based bonuses, and membership in the Colorado Public Employees' Retirement Association (PERA).

## CSI INCLUSION STATEMENT

CSI recognizes that autonomy and diversity can drive innovation and improved outcomes, both in our schools and in our organization. We are committed to a diverse and culturally inclusive workplace as we believe that differences in perspective and experiences broaden our awareness, enrich our daily experiences, and contribute to our collective strength.

As a charter school authorizer with schools that serve a wide range of communities across the state, we prioritize recruiting a staff that shares the diversity of the students and communities our schools serve. CSI is proud to be an equal opportunity employer and does not discriminate based on gender, race, color, religion or belief, national origin, age, sexual orientation, marital status, disability, or any other protected class.

## WHAT WE ARE LOOKING FOR:

### **At a minimum, we are looking for the following:**

- Minimum of 5 years of experience in a school, district, or law enforcement setting, with a focus on safety and security.
- Bachelor's degree in education, criminal justice, public administration, or a related field.
- Knowledge of relevant state and federal laws, regulations, and best practices related to school safety.
- **All final candidates must successfully pass a thorough criminal background check.**

### **Ideal candidates will have some, or all, of the following education, skills, and abilities:**

- Excellent communication, interpersonal, and leadership skills, with the ability to build and maintain collaborative relationships with diverse stakeholders.
- Familiarity with emergency management principles, crisis response strategies, and incident command systems.
- Ability to work independently and manage multiple projects and deadlines effectively.
- Understanding of and/or experience with trauma-informed safety procedures and practices

## LOCATION & TRAVEL

Must be a resident of Colorado. Some within-state travel is required. Telecommute Flexibility is available.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment includes a standard office setting. The noise level in the work environment is usually low to moderate.

## NOTE

This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. CSI may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

**HOW TO APPLY:**

Does our organization and this role sound like a great fit for you? If so, please email your resume and cover letter to [CSIEmployment@csi.state.co.us](mailto:CSIEmployment@csi.state.co.us). The cover letter should detail how your experience meets the minimum experience requirements listed in the above position announcement.