

Job Title: SAFE SCHOOL LIAISON**General Job description:**

Promote a safe and orderly environment by planning and implementing programs designed to reduce school violence, including bullying prevention programs, school safety drills, and family engagement and education activities designed to teach awareness and prevention about school violence.

Essential Duties and Responsibilities:

1. Plan and promote activities to reduce school violence.
2. Plan and implement bullying prevention programs at district and school family and school engagement events.
3. Coordinates program-related staff development for family and staff as indicated.
4. Makes classroom on program-related topics in coordination with instructional staff and school principals.
5. Assists district and school administrative staff with safety concerns.
6. Attends school security officer meetings.
7. Makes recommendations for school administration and staff utilizing needs assessment data, threat assessment data, and observation.
8. Completes weekly and monthly accountability reports (such as for grants).
9. Facilitates re-entry into school for students who have been suspended; collaborating with students, families, instructional staff, and school administrators.
10. Provide support and resources for students and families of students re-entering school from detention facilities.
11. Work collaboratively with district attendance officer, homeless liaison, and Substance Abuse Prevention Liaison to ensure student attendance and facilitate academic success.
12. Collaborate with schools, parent-teacher groups, civic organizations, and other youth and community organizations to provide information and awareness on school safety.
13. Serve as team player and role model for other employees in the organization, demonstrating a commitment to organizational success and continuous improvement processes.

Supervisory Responsibilities:

None

Minimum Qualifications:

1. Bachelor's Degree.
2. Minimum five years' experience in law enforcement or related field.
3. Experience providing instructional/ training activities related to law enforcement, student safety, and civilian safety.
4. A.L.I.C.E. Certification

5. Xerocole Certification.
6. Defensive Tactics or similar certification.
7. Experience coordinating activities that support training related bullying prevention and school safety.
8. Self-motivated with strong planning, organizational, analytical, and leadership skills, including task management through use of technology.
9. Academic background or related work experience and skills in an area related to youth development
10. Conflict resolution, de-escalation, conflict management certification and training experience.
11. Experience planning and implementing scenario-based training; experience developing and performing threat assessments.
12. Experience in an educational setting preferred.
13. Valid Drivers' license and car insurance.

Knowledge of:

1. New Mexico and Federal Laws pertaining to schools and children.
2. Instructional strategies family engagement strategies.
3. New Mexico Youth Correctional Facilities and Juvenile Parole and Probation system systems.
4. Knowledge of computer systems, including presentation software, PowerSchool, and word processing.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, have full mobility of fingers/ hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/ Material Handled

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete

job assignments without direct supervision. After hour, work/ home visits may be required.
May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

This position is funded by a federal grant.