

**Job Title:** Education Safety Coordinator-EOP  
**Reports To:** Director, Center for Education Safety (CES)  
**Prepared By:** Amy Roderick  
**Updated:** October 20, 2022

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### **Summary**

The Education Safety Coordinator performs a variety of activities that supports the Director of CES in the MSBA Center for Education Safety's mission of providing programs and activities to promote and support school safety initiatives.

As part of MSBA's commitment to providing excellent customer service and products, and to creating a productive work environment, MSBA expects every employee to perform their essential duties and responsibilities and to have the qualifications listed in this job description.

### **Essential Duties and Responsibilities**

1. Serve as CES resource liaison supporting school staff and school resource officers.
2. Coordinate preparation and production of resource and training course materials.
3. Develop, coordinate, and facilitate training in topics supporting school safety and security as related to emergency operations planning and development.
4. Compile and distribute school safety resource materials.
5. Attend partner agency/organization meetings when applicable.
6. Attend partner agency/organization conferences and/or conduct presentations/training as requested and feasible.
7. Coordinate with partner organizations to provide specified safety & security related services to Missouri schools upon request.
8. Collaborate in organizing and facilitating workshops and conferences and training.
9. Provide technical assistance to school districts when requested.
10. Work with all MSBA departments as needed.
11. Compliance with state and federal grant fiscal and administrative regulations and performance measures.
12. Operate the EOP development tool and provide technical assistance to users of the tool.
13. All other duties as assigned.

### **Supervisory Responsibilities**

This position does not supervise other staff. The CES works in a team environment, as such, each team member is accountable for completing all tasks as directed and is expected to be professional in all aspects.

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

Must have a minimum of four-year college degree and/or a minimum of five years related work experience in the area of school safety, public safety, emergency management, homeland security, education or other related field.

**Certificates, Licenses, Registrations**

Based on education, discipline, experience and organizational needs, certificates, licenses, registrations may be required. The individual must have a Missouri driver's license.

**Soft Skills**

As part of its commitment to provide customers with excellent products and service and to create a productive work environment, MSBA expects this individual to:

1. Be professional, polite and friendly when communicating with members and business associates in person, over the phone or any electronic media
2. Be patient, courteous and exhibit tolerance towards others with opposing views
3. Demonstrate a considerate, approachable and constructive attitude toward fellow employees
4. Follow MSBA's policies and procedures and take direction from supervisor
5. Represent MSBA in a positive and ethical manner
6. Follow all MSBA policies, procedures, agreements, contracts and take direction from supervisor
7. Work well in a team setting and independently
8. Strong decision-making skills and attention to detail
9. Be organized and complete task in a timely manner
10. Be productive when working independently as well as in a team environment
11. Be punctual and meet deadline.

**Computer / Technology Skills**

Proficient with email and calendar functions, word processing, presentation development and spreadsheet use are required; experience with Microsoft Office applications preferred.

Ability to locate, update and interpret information from the internet and data management.

**Language Skills**

In order for a candidate to be successful in this position they must possess the following language skills:

1. Effectively lead a discussion, convey abstract concepts and communicate in person, over the phone and in front of both small and large groups of school administrators and personnel, law enforcement and state and national experts in the area of school safety
2. Ability to read, analyze and interpret professional journals, technical procedures and federal, state and local safety regulations
3. Strong written communication skills for composing both routine and technical communications and correspondence

**Mathematical Skills**

This individual should have the ability to apply concepts such as fractions, percentages, ratios, and proportions which may be required for preparing and analyzing reports.

**Reasoning Ability**

For an individual to be successful in this position they must have the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. And have the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule format.

**Physical Demands**

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this position. Reasonable accommodations are available to enable otherwise qualified individuals to meet these physical demands. The individual who holds this position must have the ability to:

1. Routinely sit at a computer terminal and type for extended periods of time and communicate with individuals over the phone
2. Walk, bend and pick up at least 30 lbs. occasionally
3. Drive a car for extended periods of time occasionally

**Travel**

The individual who holds this position will be required to travel primarily in-state regularly; some overnight travel will be required.

**Attendance**

Regular availability in the Jefferson City office is an essential function of this position. Employees are expected to work onsite from 8:00 am to 5:00 pm unless granted permission to work from a remote location and/or different hours. Due to frequent participation in evening and weekend events, a flexible work schedule will be necessary.

**Work Environment**

The work environment for this position is typical of an indoor office setting. Potential distractions include noise levels created by phones ringing, office equipment and people talking.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

***Disclaimer:*** *This job description is subject to change at any time.*

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Employee Signature and Date

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Supervisor Signature and Date