

District School Safety Specialist

Position Summary

The District School Safety Specialist is responsible for leading, coordinating, and supporting the development and implementation of comprehensive school safety programs across the district. This role ensures that all school buildings maintain an effective, up-to-date safety plan, supports training initiatives, collaborates with law enforcement and community partners, and serves as a central point of contact for all school safety matters. This position carries out and oversees all functions required of the appointed safety specialist for the district as outlined in Indiana Code.

Essential Responsibilities

- **Safety Plan Oversight & Maintenance**
 - Review and update the corporation-wide school safety plan at least annually, ensuring alignment with state regulations and local needs.
 - Collaborate with building administrators quarterly to ensure each school's safety plan is reviewed, updated, and implemented.
 - Maintain documentation of updates and ensure timely submission of safety plans as required by the state.

- **Communication & Reporting**
 - Present an annual safety update to the school board, including progress, challenges, and recommendations.
 - Convene an annual safety review meeting with corporation and building administrators and at least one school board member to discuss updates and improvements.

- **Personnel Coordination**
 - Ensure each school building has a designated and certified School Safety Specialist.
 - Support training and professional development opportunities for safety specialists and other staff as needed.

- **Law Enforcement & Community Collaboration**
 - Serve as liaison between WLCSC and the West Lafayette Police Department (WLPD), coordinating the School Resource Officer (SRO) program.
 - Foster a strong partnership with law enforcement, fire departments, and emergency management personnel to ensure coordinated emergency responses.
 - Represent WLCSC on the Tippecanoe County School Safety Commission and actively contribute to countywide school safety planning and initiatives.

- **Emergency Preparedness & Crisis Response**
 - Support the planning and execution of emergency drills, lockdowns, and safety protocol reviews across all school buildings.
 - Serve as an additional point of contact during school emergencies, crisis events, or drills.
 - Assist in after-action reviews to improve processes and protocols.

- **General Duties & Support**
 - Respond to safety-related inquiries or concerns from staff, students, and families.
 - Stay informed on school safety legislation, best practices, and threat assessment

- protocols.
- Perform additional duties as assigned by the Superintendent to support the mission of student and staff safety.

Preferred Qualifications

- Valid Indiana School Safety Specialist certification or willingness to complete certification
- Background in school administration, public safety, law enforcement, or emergency management
- Strong communication, leadership, and organizational skills
- Ability to maintain confidentiality and manage sensitive information appropriately
- Experience in crisis planning, threat assessment, or school security a plus