

# Intradistrict Communication

DATE: November 15, 2023

TO: Principals  
Assistant Principals  
School Safety Specialists

FROM: Michael Anderson, Associate Superintendent  
Travis Hamblin, Director of Student Services  
Matt Alvernaz, District Safety Coordinator

SUBJECT: School Safety Specialist Role and Responsibilities

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## **Role Description and Expectations:**

The School Safety Specialist helps oversee school preparedness in prevention and/or response to situations threatening the safety of students, staff, and guests. This is done through proactive training and equipment accountability. The School Safety Specialist serves in a support and advisory capacity to school administrators or others designated in leadership positions as per the Incident Command System. This role does not supersede those in leadership roles, such as the Incident Commander. The School Safety Specialist should consult the Jordan School District Safety Manual or the District School Safety Coordinator for further clarification and training.

Primary responsibilities include, but are not limited to, the following:

1. All School Safety Specialists shall be trained and certified in level 1 Comprehensive School Threat Assessment Guidelines (CSTAG). The School Safety Specialist acts as a member of the school's interdisciplinary CSTAG team.
2. Become trained and familiar with the Standard Response Protocols (SRP) and Incident Command System (ICS) as per district guidelines.
3. Attend regular refresher or update safety training sessions and relay pertinent information back to assigned schools or areas.
4. Be prepared to train and advise in all matters regarding safety to include SRP and ICS.
5. Keep records of drills and/or evacuations to ensure compliance with state law and district policy reported annually. Records should be kept and maintained at each school or district building to be made available upon request.
6. Responsible to maintain and report school Emergency Preparedness Kits in each classroom including Tactical Emergency Casualty Care (TECC) kits.
7. Maintain TECC kits strategically placed throughout the schools.
8. Maintain the school's Reunification Operations Kit (ROK) and ensure each is properly equipped.
9. Conduct visual inspections of fire extinguishers and Automated External Defibrillators (AED's) and note any obvious abnormalities or if missing. Report any potential issues to the school administrators as well as the district facilities department or the School Safety Coordinator.
10. Additional responsibilities may be assigned by school administrators.

Any of the listed responsibilities are subject to change. Responsibilities may be added or removed by school administrators in consultation from the district School Safety Coordinator.

The School Safety Specialist stipend of \$3,000 (for full-time status and before taxes/benefits) will be paid on the May 2024 paycheck.