



MINISTRY OF EDUCATION, YOUTH & INFORMATION
DIVISION OF SCHOOLS' SERVICES
JOB DESCRIPTION AND SPECIFICATION- (Proposed)

JOB TITLE:	Schools' Safety & Security Coordinator x 4
JOB GRADE:	Contractual
POST NUMBER:	
DIVISION:	Division of Schools' Services / Office of the CEO
BRANCH:	Schools' Safety and Security Branch
REPORTS TO:	Director – Safety & Security
MANAGES:	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date


Manager/Supervisor

2019/10/28
Date


Head of Department/Division

Date

2019/10/28
Date received in Human Resource Division

Date Created/ revised

Strategic Objectives of the DSS:

To provide strategic, professional, leadership, advice and direction to ensure the achievement of student learning and the development of the nation's human resources.

Job Purpose:

Under the general direction of the Director –Safety & Security, the Coordinator- Safety & Security, is responsible for providing support to the Safety and Security in Schools Programme by ensuring that schools have active safety and security committees that are adhering to established policy guidelines.

Key Outputs:

- Annual Operational work plan prepared
- Public Education Plans developed
- Systems and structures monitored
- Strategic meetings convened
- Trends identified and reports prepared
- Training needs identified
- Investigations conducted
- Technical guidance given
- Reports prepared

Key Responsibility Areas:

Technical / Professional Responsibilities:

- Conducts consultations with schools management and other stakeholders as directed by the Director of Safety and Security;
- Provides technical guidance and support to schools in order to ensure high levels of compliance with the guidelines for the Safety and Security in Schools;
- Conducts investigations into major critical incidents in schools;
- Conducts policy research pertaining to Security and Safety in Schools;
- Coordinates and direct programmes and activities designed to effectively address school's security and safety needs;

- Provides guidelines for developing and monitoring the schools' security and safety section of the School Improvement Plans (including Crisis and Emergency Response Plans);
- Participates in the development and implementation of prevention strategies in an effort to minimize the likelihood of school violence; recommends changes as necessary;
- Coordinates/supports the development of Public Education and Social Marketing Initiatives geared toward improving knowledge, attitudes, practices and behaviours relating to security and safety in schools;
- Conducts presentations to various community groups and organizations relative to school safety and security;
- Participates in training programmes to increase individual skills and proficiency related to school security and safety;
- Supports major activities between uniformed groups and the MoEYI;
- Facilitates the expansion of uniform groups in schools pursuant to the standards of MoEYI;
- Promotes a public education campaign as it relates to the importance and relevance of uniform groups;
- Performs other related duties as may be assigned by the Director from time to time.

Management/Administrative Responsibilities:

- Prepares and implements the Annual Budget, Operational & Work Plans for the Branch;
- Convenes meetings with stakeholders;
- Develops, prepares and submits reports on trends in schools' and makes recommendations on how these issues may be corrected;
- Attends meetings on behalf of the Ministry;
- Develops and maintains effective, co-operative working relationships within and outside the Branch.

Performance Standards:

- Systematic consultations conducted with appropriate stakeholders;
- Comprehensive investigations and research conducted;
- Systems and structures monitored for the continued evaluation of the Safety and Security in Schools Programme;

- Strategic meetings timely convened with key stakeholders, to address Security and Safety in Schools, in accordance with the directives of the Director – Safety and Security;
- Applicable training needs identified and reported on, within the required timeframe ;
- Technical advice given is comprehensive and timely.

Internal and External Contacts (specify purpose of significant contacts):

Contacts Internal to the organisation:

Contact (Title)	Purpose of Communication
Principals in educational institutions	Re collaboration and sharing information on incidents in schools

Contacts external to the organisation required for the achievement of the position objectives:

Contact (Title)	Purpose of Communication
Jamaica Constabulary Force	Re consultation on incidents requiring the intervention of the security forces
Service Clubs & Citizens Associations	Collaboration/share information
Parents and community members/stakeholders	Collaborate on issues relating to students and their best interest.
MoJ, OCR, MNS, CPFSA	Establish coordinated responses to children at risk or in conflict with the Law within the school system
Jamaica Fire Brigade, ODPEM	Ensure safety checks, drills and risk awareness for school safety

Required Competencies:

Core:

- Excellent verbal and written communication and presentation skills
- Good interpersonal, collaborative and motivational skills
- Good presentation Skills
- Effective decision-making and problem solving skills
- Strategic thinker with a high level of professionalism
- Knowledge of research and consultation methods
- Considerable knowledge of the current literature, trends, methods and developments in the areas of security and school safety

- Proficiency in Microsoft Office Suite including Word, Excel, PowerPoint and Outlook

Technical:

- Knowledge of the following Acts and regulations:
 - The Education Act, the Education Regulations
 - Safety and Security in Schools Policy Guidelines and Manuals
 - Child Care and Protection Act
 - Access to Information Act
 - Child Diversion Act
 - Restorative Justice Act

Minimum Required Education and Experience:

- Bachelors' Degree from an accredited University in Education, Social Sciences, Humanities or equivalent with three (3) years' experience
- Or**
- At least three (3) years' experience in policy and programme development, with training in Supervisory Management or Social & Behaviour change

Authority to:

- Recommend solutions for the improvement of safety and security in schools'

Specific Conditions Associated with the Job:

- Required to travel island-wide in the course of duties
- Required to possess a valid Driver's License and a reliable motor vehicle
- Required to work beyond normal working hours

