



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

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POSITION: Safety Coordinator and Standardized Test Supervisor

PRIMARY FUNCTION:

Maintains a safe and secure environment for students, employees and visitors using the all hazards approach by helping to develop, establish and enforce safety and security policies, access control procedures, accident prevention efforts, support risk management efforts, fire safety, emergency management, asset protection, parking control and traffic enforcement programs.

Coordinates the administration and record maintenance of mandated tests, including district wide PARCC assessments, NJASK, and Assessments offered through The College Board (PSAT and AP assessments) – performs a wide variety of secretarial/clerical functions to maintain needed verifications.

ESSENTIAL FUNCTIONS:

1. Determines and communicates security policies and procedures by studying organization operations and schedules; establishes internal controls; conducts inspections as appropriate; reports potential hazards to appropriate departments; creates and updates School Board policies and Standard Operating Procedures, safety and security manuals; coordinates and conducts training sessions for, staff, parents and students.
2. Secures facilities, equipment, students and personnel by working in conjunction with the appropriate District departments in recommending safety and security equipment purchases and upgrades; maintaining records of fire and other emergency drills and conducting drills when appropriate; supervising and maintaining access control and key distribution;
3. Conducts and coordinates safety, security and emergency preparedness training by developing, scheduling and/or facilitating training for staff, students and public safety officials relating to school safety, security and emergency preparedness. Provide oversight, evaluation and documentation for safety, security and emergency preparedness training.
4. Conducts safety, security and emergency preparedness assessments by conducting and/or coordinating annual safety, security and emergency preparedness assessments of all school and support facilities.
5. Conducts safety and security planning with schools resource officer (SRO) Personnel, local government planners and first responders
6. Coordinates safety plan



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7. Functions as the District's K-12 HIB Coordinator and works with principals, building level HIB liaisons, parents and the board on all HIB cases.
8. Works with sites to coordinate district-wide testing programs along with the Chief Academic Officer.
9. Collects and reports pertinent data as needed. Assists the Chief Academic Officer in the collection and reporting of data related to federal and state and district accountability targets.
10. Trains employees at district sites in test administration as needed including ability to access computer testing information and relevant reporting.
11. The District State Assessment and Test Coordinator will support and collaborate with the Superintendent, School Principals, Technology Coordinator, and other Administrators in the implementation of the Partnership for Assessment of Readiness for College and Careers (PARCC); conduct and be responsible for the administration of the PARCC online assessment for the Common Core State Standards in accordance with requirements; coordinate and provide training as required for test administrators and proctors; be accountable for designing, coordinating and initiating professional development, technical assistance, consultation and interpretation of Federal and State education policy to school personnel regarding the PARCC; facilitate timely communication regarding the PARCC; be responsible for providing the content expertise to instructional staff to ensure that PARCC ELA/Math summative assessments and supporting materials for the PARCC assessment system are being used and are of high quality and aligned to the CCSS; identify the status of technology in schools to assist in the planning process and preparation needed to administer online assessments. Other assessments like the PSAT and all Advanced Placement, NJASK and Science assessments will be coordinated as well.
12. Provide security and supervision coverage, support, in assistance throughout the district's schools in the areas of security and supervision as directed.
13. Perform other duties and responsibilities as assigned by the superintendent.

REPORTS TO: Assistant Superintendent

BOE Approved Date: (REVISED)