

WILKINSBURG SCHOOL DISTRICT

718 Wallace Avenue, Wilkinsburg, PA 15221

COORDINATOR OF SCHOOL SAFETY, SECURITY, AND FEDERAL PROGRAMS **Job Description**

ABOUT THE DISTRICT:

The Wilkinsburg School District is a small, urban public school district serving approximately 400 students. The district operates two elementary schools, offering education from Pre-Kindergarten through Sixth Grade. Through an educational partnership, students in grades 7–12 attend Pittsburgh Public Schools, gaining access to expanded academic programs, extracurricular activities, and support services. The Wilkinsburg School District is dedicated to advancing academic excellence and promoting the social and emotional well-being of all its students.

POSITION OVERVIEW:

The Coordinator of Safety, Security, & Federal Programs serves as a dual-role administrative leader responsible for leading the District's efforts to provide a safe, secure, and supportive learning environment while ensuring effective management of federal program funding and compliance. This position fulfills the statutory requirements of the School Safety and Security Coordinator (per PA Public School Code §1309-B / Act 44) and oversees all federal programs under the Every Student Succeeds Act (ESSA) and other applicable federal and state funding sources.

The Coordinator of Safety, Security, & Federal Programs is a member of the Act 93 and as such has management and leadership responsibilities related to human, financial and material resources. The Coordinator reports directly to the Superintendent and works closely with the district administrative team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Ensure district-wide compliance with all local, state, and federal safety and security laws, including Act 55, PDE requirements, and any additional safety-related policies.
2. Develop, implement, and continually update the district's emergency management and crisis response plans. Coordinate regular safety drills, including fire, lockdown, and evacuation drills in alignment with state-mandated guidelines.
3. Serve as the district's liaison with local law enforcement, emergency responders, and community safety organizations. Facilitate joint training programs, crisis simulations, and debriefings as needed.
4. Provide leadership in developing and delivering safety training programs for district staff and students, covering topics such as threat assessment, situational awareness, bullying prevention, and conflict resolution.
5. Oversee and lead the district's threat assessment team as outlined by Act 55. Coordinate interventions for at-risk individuals and monitor the effectiveness of security measures in preventing school-based violence.
6. Conduct regular security audits and risk assessments for all district buildings and facilities. Identify vulnerabilities and recommend improvements or corrective measures to mitigate risks.
7. Ensure that district policies meet the requirements of Act 44, working closely with school principals to implement recommended physical security enhancements, behavioral threat assessments, and other safety protocols.
8. Collaborate with counseling services and student support teams to promote mental health, anti-bullying initiatives, and other programs that foster a safe, inclusive, and supportive learning environment.

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9. Maintain accurate records of safety incidents, security measures, and emergency drills.
Provide regular reports to the superintendent, school board, and PDE as required by Act 55.
10. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and works cooperatively with staff to provide quality services to students of the district.
11. Demonstrates ability to work in collaboration with the administration to prepare and manage district and federal programs annual budget, final expenditure reports, and any other state and/or federal reports required for district programs.
12. Oversees the establishment and maintenance of procedures and record-keeping systems for federal programs.
13. Ensures timely compliance with the rules and regulations administered by the grantor including report submission; oversees special audits conducted by the grantor. Monitors interventions and programs funded by grants to ensure compliance with grantor guidelines.
14. Performs functions of financial administration and reporting to include, but not limited to, preparation and timely submission of district and federal programs and grant applications and reports, development and adjustment of associated budgets, coordination of budgeted funds, screening and processing requests for expenditures, and ensuring the timely application for reimbursement from the state.
15. Serves as a liaison with principals and other departments on issues regarding federal programs.
16. Researches, writes, and administers state/federal and independent grant applications in collaboration with the administration. Maintains compliance throughout the life cycle of the grant(s).
17. Coordinates required district meetings for federal programs.
18. Oversees, prepares, and/or submits reports and other documents to appropriate agencies as required by the Pennsylvania Department of Education (PDE)
19. Other duties as assigned by the Superintendent.

EDUCATION AND EXPERIENCE:

1. Bachelor's degree in education, public safety, emergency management, public administration, or related field (Master's preferred).
2. Administrative certification required: A valid Pennsylvania Administrative Certificate
3. Prior experience in school leadership, school safety/security management, and/or federal grant administration strongly preferred.
4. Knowledge of Pennsylvania school safety laws, emergency response procedures, and ESSA program requirements.
5. Strong budgeting, reporting, and project management skills.
6. Excellent interpersonal and communication skills, with the ability to collaborate across departments and with outside agencies.
7. Must pass all required background checks and meet Act 44 training requirements.

APPLICATION PROCESS:

Interested persons should mail or email a letter of interest, resume, three recommendation letters, transcripts, certifications, and current clearances by September 3, 2025 to:

Wilkinsburg School District
Human Resources
Mrs. Cindy Bogatay
718 Wallace Avenue

Coordinator of School Safety, Security, and Federal Programs
Updated 8/2025

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718 Wallace Avenue, Wilkinsburg, PA 15221

Pittsburgh, PA 15221

Email: bogatayc@wilkinsburgschools.org

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the school district.

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