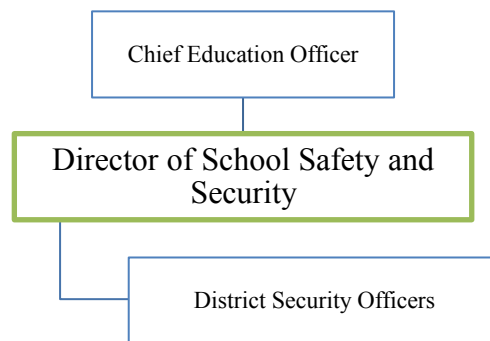


## DIRECTOR OF SCHOOL SAFETY AND SECURITY

<b>Job Title:</b>	Director of School Safety and Security
<b>Initial:</b>	2009
<b>Revised:</b>	July 1, 2014
<b>Work Year:</b>	261 days
<b>Office:</b>	Education
<b>Department:</b>	School Safety
<b>Reports To:</b>	Chief Education Office
<b>FLSA Status:</b>	Exempt
<b>Pay Schedule:</b>	Administrative

Related Organization Chart



**SUMMARY:** Responsible for planning, organizing, Emergency Management Training and directing all security related functions in the district.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The following statements of duties, responsibilities, frequency, and percentages are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Directly supervise the Safety and Emergency Department including overseeing district Security Officers. Assist in overseeing the School Resource Officer Program; communicate district security expectations to School Resource Officers and district staff.
- Focus on problem solving security and safety issues through networking and teamwork using resources within the District, the Community and Law Enforcement. Gather intelligence information and disseminate it to Security personnel and District employees.
- Advise and assist school administrators by developing and implementing proactive methods to anticipate, recognize and assess security risks in order to take action or to mitigate them.
- Provide consultation to school administrators in theft and other investigations.
- Conduct safety and security assessments of all District sites. Update Emergency Procedures of all district sites as needed.
- Manage budget, approve purchases, and negotiate appropriate vendor contracts for security programs. Evaluate site requests for security support and or supplies.
- Oversee installation; coordinate the maintenance and replacement of security cameras throughout the District.
- Research and provide ongoing training for security personnel in all areas of school security and safety.

## SCHOOL DISTRICT #49 JOB DESCRIPTION

- Also facilitate yearly in-services for security staff, administrators and SRO's on safety and security.
- Develop and present district wide presentations on security/safety related topics.
- Instruct classes in Crisis Prevention Institute (CPI), other emergency management topics as required.
- Coordinate CPR/ 1<sup>st</sup> Aid/ AED training for district staff
- Act as Chairperson of the District Safety Emergency Management Committee (DSEM)
- Act as Incident Commander of the District Crisis Response Team; fill role as Law Enforcement Liaison as needed. Be available to respond to school sites in a crisis and work closely with school Administrators, Law Enforcement, Fire Department and other first responding agencies.
- Coordinate and facilitate table top drill and functional drill exercises.
- Oversee the Security Department databases to insure efficient tracking and sorting of incidents that happen within the District.
- Oversee District Surveillance Camera Program
- Perform other duties as assigned.
- Assists with the preparation and budget for the Safety and Emergency Department.
- The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION AND TRAINING:**

Bachelor's degree in law enforcement or security management preferred. College coursework in Criminal Justice or Security management and job experience may be considered as a substitute. Supervisory or experience leading people within an organization.

**EXPERIENCE:** Over 3 years and up to and including 5 years of experience in law enforcement or security management. Ability to work well with others in a diverse educational community, demonstrated knowledge of computer application skills (i.e. Microsoft Word, Excel, PowerPoint), and excellent written and verbal communication skills.

### **SKILLS, and KNOWLEDGE:**

Strong oral and written communication, interpersonal, decision making, management and analytical skills. Baseline knowledge of security and crisis management. Knowledge of and experience with budget preparation and management. Operating knowledge of and experience with personal computers and software, basic office equipment. Advanced written and oral communication skills, curriculum, policy and procedure, management, accounting, interpersonal relations, evaluation, negotiation and technology.

**CERTIFICATES, LICENSES, & REGISTRATIONS:** Valid Colorado driver's license. Completion of Emergency Management courses to include advance Emergency Manager courses upon hire.

### **SUPERVISION/TECHNICAL RESPONSIBILITY:**

Indirectly supervises school resource officers. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

The physical demands, work environment factors, and mental functions described below are representative of

those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand; walk or sit. The employee must occasionally lift and/or move up to 25 pounds. There are no specific vision abilities required by this job.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually quiet.

**MENTAL FUNCTIONS:**

While performing the duties of this job, the employee is regularly required to analyze, communicate, coordinate, evaluate, use interpersonal skills and negotiate. The employee is frequently required to compare, instruct, compute and synthesize. The employee is occasionally required to copy and compile.