



SAFETY & SECURITY DIRECTOR

Classification: Director II

Location District Office

Reports to: Deputy Superintendent

FLSA Status: Exempt

Employee Group: Executive/Managerial

The job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the job change.

Part I: Position Summary

Develops, implements, manages, and evaluates all aspects of district-wide safety, security emergency preparedness and response, and related training programs.

Part II: Supervision and Controls over the Work

Serves under the general supervision of the district administrator responsible for teaching and learning, student support services, and safety and security operations. Responsible for results in terms of effectiveness of planning, coordinating, leading, quality, and completion of assigned work. Responsible for compliance with policies, procedures, rules, regulations, and codes. Responsible for monitoring and complying with project cost estimates and taking action to coordinate approval when cost will significantly exceed estimates.

Part III: Major Duties and Responsibilities

Program Operations:

1. Manages the district's safety and security program to ensure the highest degree of safety of students, staff, and the community in and around district facilities.
2. Oversees all prevention and response on issues pertaining to student and staff safety and security, involving physical features on building sites, monitoring and responding to in-person and online threats, and supporting leadership with consultation on strengthening safety and security systems.
3. Facilitates comprehensive threat assessment process in partnership with the Northwest Educational Service District, local law enforcement (as applicable), district leadership, staff, students, and families.
4. Plans and provides staff training in areas of emergency preparedness, security, and safety subjects. Develops training plans and materials, or contracts with training providers, to ensure comprehensive staff and student exposure to best practices related to maintaining safe and secure facilities and responding effectively and appropriately to emergencies. Aligns training and educational programs with the District's overall security plan and its instructional program.
5. Develops and implements procedures and systems to improve the preparedness and response efforts of schools and support sites including management of personal protective equipment (PPE) and working with regional safety and security personnel on evacuation and reunification procedures.
6. Supports development of site-specific emergency plans in collaboration with building administrators. Coordinates annual updates of the Emergency Operations Plan for each location, partners with city and county officials for emergency response improvements.
7. Ensures all schools meet state requirements for emergency drills.

8. Maintains professional relationship with local fire, police, and emergency management or first responder agencies. Serves as initial point of contact and liaison with related agencies.
9. Serves as a first responder in emergency situations. Helps implement emergency plans and procedures based on specific circumstances.
10. Oversees the School Resource Officer (SRO) and building campus security programs. Coordinates with school administrators and appropriate municipalities or government agencies regarding SRO assignments and services.
11. Schedules, trains, and evaluates all campus security officers in compliance with state statutes and district procedures.
12. Provides leadership in resolving security problems or concerns. Reviews and analyzes reports and incidences to assess needs and response actions.
13. Oversees and manages district-wide card access security system including upgrades, installations troubleshooting and provide training.
14. Interfaces with district legal counsel and executive staff on risk management programs to improve the safety of students, staff and community.
15. Develop and recommend policies and procedures to govern safety and security programs. Works closely with other district administrators to assist them in understanding and applying policies and procedures.

Staff Supervision:

1. Recruits, interviews candidates, conducts phone references, makes hiring and assignment recommendations to director of maintenance, safety, and security.
2. Evaluates the need for professional development, and delivery of staff training. Assures that all mandatory safety training is provided and completed in a timely manner.
3. Fosters effective teamwork, collaboration, and communication within the staff.
4. Conducts performance evaluation of staff to include intervention when performance fails to meet expectations.

Performs other duties as assigned.

Part IV: Minimum Qualifications

1. Must have experience working or interacting successfully with culturally diverse families and communities or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Bachelor's degree or equivalent in Criminal Justice, Social Work, Emergency management, or related field required. Qualifying experience may substitute for educational requirements.
3. Minimum of five years of progressively responsible experience in safety and security which involved lead or managerial responsibilities. Additional experience may be substituted for post-secondary training or education.
4. Knowledge of safety standards, laws, codes, rules, policies, and regulations relating to school safety and security, governing student and employee health and safety, including OSHA, WISHA, HAZMAT, and disaster preparedness.
5. Knowledge of current best practices related to security management and threat assessment involving complex, multi-site organizations.
6. Knowledge of accident and injury prevention, reduction, and mitigation techniques and procedures.
7. Ability to plan and organize, including the development of system-wide security plans.
8. Ability to listen effectively to a variety of stakeholders and develop durable and effective solutions to issues and problems.

9. Ability to research, analyze, and interpret data, rules and regulations, codes, statutes, and laws to effectuate change and improvement.
10. Skills in leading professional development and knowledge of adult learning needs.
11. Ability to use good judgment and remain calm in emotionally charged situations.
12. Ability to exercise independent decision-making abilities, organize and manage multiple time sensitive tasks, and facilitate resolution of difficult and/or delicate parent, staff, and community issues.
13. Strong understanding and history of successful customer service and ability to establish and maintain effective relations with patrons and staff.
14. Effective oral and written communications; strong analytical ability, and the ability to prepare efficient and effective reports.
15. Ability to utilize software and technology for recordkeeping, emergency management, presentations, trainings, and fluent communication.
16. Ability to organize work, set priorities, and meet deadlines.
17. Possess a valid state driver's license, and a safe driving record. Be willing and able to operate district vehicles and equipment.
18. Possess, or obtain within 90 days, a current first aid card and certification.

Part V: Desired Qualifications

1. Five (5) years' experience in overseeing safety and security for large, multi-facility organization, preferably in a K-12 educational setting required. Prior law enforcement experience desirable.
2. FEMA Incident Command System certification preferred.

Part VI: Physical and Environmental Requirements of the Position

The physical demands and work environment described here 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.

While performing the duties of this job, the employee is frequently required to sit, talk, bend, lift, carry, move about, hear, and speak. Employee may be required to perform extensive work at a computer display terminal.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Exposure to heat and cold when visiting and assessing work sites.

Must have the ability to work a flexible schedule based on the needs of the position. This position is an on-call employee 24 hours per day, seven days per week to respond to security alarms, emergent situations, and inclement weather conditions.