

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

DIRECTOR, SAFETY AND SECURITY

SALARY SCHEDULE: ADMINISTRATIVE – C

COST CENTER: SAFETY & SECURITY (9035)

QUALIFICATIONS:

- (1) [Extensive experience in school safety and security best practices, bachelor's degree from a four-year college or university preferred.] Bachelor's degree from a four-year college or university, master's degree preferred.
- (2) Minimum of ten (10) years' experience in school safety and security or related best practices.
- [(2)](3) Minimum of three (3) years' successful experience as an administrator.
- [(3)](4) Knowledge of safety and law enforcement policies and procedures, crime prevention, investigations, public safety training, life safety programs, and emergency management operations.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to read, analyze, and interpret periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from top management, public groups, and/or school board members. Ability to define problems, collect data, establish facts, and draw valid conclusions. Knowledge of Florida State Statutes and School Law. Ability to coordinate and work with diverse representatives of the community.

REPORTS TO:

[Chief Operations Officer] Deputy Superintendent of Schools

JOB GOAL

To ensure a safe and secure environment for all District students, staff, and visitors and to ensure the school district is prepared to mitigate security risks and effectively respond to all emergencies that might affect safety or security of students and staff.

SUPERVISES:

Assigned Staff

PERFORMANCE RESPONSIBILITIES:

- [*1. Serves as the primary Emergency Management official for the school district.]
- [*2. Coordinates the development and implementation of procedures to ensure a safe school environment.]
- [*3. Provides direct assistance to principals and building administrators to enhance safety and security at school sites and other sites in the district.]
- [*4. Serves as liaison between the school district and local law enforcement, emergency management agencies, public safety communications, and fire departments.]
- [*5. Coordinates with the other managers of the district in areas of safety and security.]
- [*6. Coordinates with the Regional Task Force and Emergency Management agencies in conjunction with the Homeland Security Dept.]
- [*7. Formulates general safety and security policies and procedures, and assists schools in the development of site-specific procedures.]
- [*8. Defines, develops, implements, and continually enhances safety and security programs to provide reasonable protection for staff and students to District facilities.]
- [*9. Performs physical audits of schools and buildings and provides recommendations based on findings to improve safety and security. Initiates action as appropriate.]

DIRECTOR, SAFETY & SECURITY (Continued)

- [*10. Provides technical assistance and training opportunities for employees relative to District safety and security.]
- [*11. Reviews, develops, and refines safety and security operations manuals and procedures.]
- [*12. Makes recommendations for security systems and security trailer pad installations at District schools.]
- [*13. Serves as a point of contact for safety and security issues for all schools and maintains regular contact with building administrators.]
- [*14. Coordinates safety and security for approved special events.]
- [*15. Participates in the review of construction plans and specifications to ensure that safety and security needs are addressed.]
- [*16. Oversees Emergency Management requirements and the opening of schools as shelters during emergencies.]
- [*17. Coordinates the School Resource Officers' Program with local law enforcement agencies.]
- [*18. Coordinates the Security Communications Center and central station alarm monitoring functions of the District.]
- [*19. Coordinate a district-wide identification badge process.]
- [*20. Collects and approves all cost center Critical Incident Plans and Reports.]
- [*21. Assist in the grant writing procedures for securing additional security money.]
- [*22. Assist Safe and Drug Free Schools in the implementation of programs.]
- [*23. Chairs the field trip approval committee.]
- [*24. Establish an effective working relationship with local law enforcement agencies.]
- [25. Performs such other duties as assigned.]

- *1. Determines and communicates security policies and procedures by studying organization operations, establishes internal controls, reports potential hazards to appropriate departments, and recommends updates to School Board policies and Standard Operating Procedures.
- *2. Coordinates the development and implementation of procedures and procedural manuals/documentation to ensure a safe environment.
- *3. Provides direct assistance to principals and building administrators to enhance safety and security at school sites and other sites in the district.
- *4. Serves as liaison between the school district and local law enforcement, emergency management agencies, public safety communication officials, fire departments, and the Regional State Working Group in conjunction with the Department of Homeland Security.
- *5. Oversees the criminal history background screening of all employees, contractors/vendors, and volunteers.
- *6. Oversees annual physical audits and security assessments of schools and buildings and provides recommendations based on findings to improve safety and security. Initiates action as appropriate.
- *7. Coordinates the School Resource Officer Program with local law enforcement officials.
- *8. Serves as the primary Emergency Management official for the school district.
- *9. Serves on various governmental committees, i.e. the Domestic Security Task Force State Working Group and the County Public Safety Communications Policy Group.
- *10. Coordinates with the other administrators of the district in areas of safety and security.
- *11. Coordinates, develops, implements, and continually enhances general safety and security policies and procedures, and assists schools in the development of site-specific procedures to provide reasonable protection for staff and students to District facilities.
- *12. Provides technical assistance and training opportunities for employees relative to District safety and security.
- *13. Makes recommendations for security systems and on-site security guard residency options at District schools.
- *14. Coordinates safety and security for approved special events.
- *15. Participates in the review of construction plans and specifications to ensure that safety and security needs are addressed.
- *16. Oversees Emergency Management requirements and the opening of schools as shelters during emergencies.
- *17. Oversees the Security Communications Center and central station alarm monitoring functions of the District.
- *18. Assist in the grant writing procedures for securing additional security money.
- *19. Assist Safe and Drug Free Schools in the implementation of programs.
- *20. Chairs the field trip approval committee.
- 21. Performs such other duties as assigned.

DIRECTOR, SAFETY & SECURITY (Continued)

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 12

*Essential Performance Responsibilities