

Job Title: Director of Student Security & Safety
Reports to: Executive Director of K-12 Schools
Work Schedule: 8.0 hours per day - 260 days per year (includes 28 vacation days and 12 holidays)
Salary: Salary Schedule #A – Administrator 2 – Director 2

Job Summary:

This position is responsible for developing, implementing, managing, and evaluating district-wide safety, security, emergency preparedness and response, and loss prevention programs.

Minimum Qualifications:

- Prior managerial experience overseeing safety and security in a large, multiple-facility organization; preferably in an educational setting
- Prior law enforcement, criminal justice, safety or security experience in a large, complex organization
- Washington State driver's license and acceptable driving record
- Experience and/or training with cultural, ethnic, and language diversity preferred
- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act
- Completion of all district-required trainings within thirty (30) calendar days from hire date

Desired Skills:

- Demonstrated skills in critical thinking, organization, and problem solving
- Demonstrated skills in interpersonal relationship and successful team building
- Ability to work and communicate with a wide range of diverse individuals or groups
- Ability to diffuse and manage volatile and stressful situations
- Ability to problem solve and analyze issues to create action plans
- Ability to adapt to changing work priorities
- Ability to maintain confidentiality
- Ability to supervise, lead, guide, and/or coordinate others
- Ability to monitor budget expenditures
- Ability to compile, analyze, utilize, and present data and statistics on safety and security issues
- Ability to maintain high standards of professionalism and diplomacy in dealing with staff, students, and the public
- Ability to communicate effectively orally and in writing
- Ability to use word processing, spreadsheet, and database software programs and learn new applications as needed
- Knowledge of current best practices related to security management and threat assessment involving complex, multi-site organizations
- Knowledge of laws and regulations governing student and employee health and safety, including OSHA, WISHA, HAZMAT, and Disaster Preparedness
- Knowledge of accident and injury prevention, reduction, and mitigation techniques and procedures

Essential Job Functions:

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Manage the district security program to ensure the safety of students, staff, and the community. Evaluate practices, assess needs, and plan, develop, implement, monitor, and communicate a comprehensive program for ensuring the security of all district facilities and the safety of district staff and students.
- Review and analyze reports of security incidents to assess needs. Determine allocation of security resources. Provide leadership in resolving security problems or concerns.
- Act as the district liaison with local police and fire agencies.
- Identify safety and security risk exposure areas and develop and implement responses and solutions to identify risks and exposures.

- Act as the primary liaison with Capital Projects planning and project management staff in the planning and implementation of the district's capital plan for building security. Ensure the integration of facility upgrades with the district's overall security goals and commitments. Provide expertise, coherence, and direction to ensure satisfactory project outcomes.
- Provide district-wide training and staff development in the areas of security, emergency response and preparedness, and safety. Develop training plans and materials, or contracts with training providers, to ensure comprehensive staff and student exposure to best practices related to maintaining secure facilities and responding effectively and appropriately to emergencies.
- Manage all crisis coordination planning, development, implementation, and yearly review as well as assuring all schools meet state requirements for emergency drills.
- Oversee risk and vulnerability assessments, threat assessments, school crisis response development and implementation, and building alarm systems.
- Serve as district emergency preparedness chairperson, and coordinate emergency plan updates with all school district sites and local emergency preparedness agencies/partners.
- Hire, supervise, and evaluate safety and security staff. Develop and implement training programs of assigned staff in collaboration with local law enforcement jurisdictions.
- Direct preventative and post-incident activities such as surveillance and investigation. Coordinate with other district staff and local police on investigation of crimes involving district property.
- Manage the School Resource Officer (SRO) program. Monitor the SRO budget and the services provided; monitor contract compliance and approve contract payments. Coordinate with school administrators regarding SRO assignments and services.
- Assist in accident investigation as needed and review student incident/accident reports and other loss reports/claims, recommending corrective action as needed. Ensure follow-up on corrective action.
- Assure compliance with OSHA and WISHA regulations, fire protection codes, and insurance provider requirements. Coordinate with other district leadership to ensure corrective action.
- Represent the district on security and safety issues with regional and state agencies and serve on district committees as needed.
- Research best practices and innovations in safety, security and emergency response; maintain knowledge and awareness of current events.
- Perform related duties as assigned

Work Environment:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Work environment will include an office and multiple district buildings. Work requires the ability to operate a motor vehicle to travel between work sites and also requires inspection of facilities, which can include climbing ladders and working in confined spaces and high places. The employee may be confined to a work area; required to have precise control of fingers and hand movements; experience constant interruptions and inflexible deadlines; and must be able to stoop, crouch, crawl, bend, kneel, and stand for periods of time. The employee will need to respond at all hours to emergent situations and is required to deal with distraught and/or angry persons and is exposed to infectious diseases carried by children. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges.

Evaluation:

This position shall be evaluated periodically by the Executive Director pursuant to the currently established district procedures and evaluation criteria. The process shall include an evaluation of the employee's performance of the above essential job functions.

Classification History:

Job description developed July 2018.