

SCHOOL DISTRICT OF ALACHUA COUNTY

CHIEF -- SECURITY AND SCHOOL SAFETY

JOB DESCRIPTION

JOB CODE:	790051	BARGAINING UNIT ELIGIBILITY:	No
FLSA:	Exempt	PAY GRADE:	5
CONTRACT CODE:	05	SALARY SCHEDULE:	Administrative

QUALIFICATIONS:

- (1) Associate's Degree in Criminal Justice or related field preferred.
- (2) Minimum of ten (10) years training and/or experience in security law enforcement and/or investigative work, juvenile relations or school resource officer experience preferred.
- (3) Be a certified law enforcement officer under F.S. 943.1395.
- (4) Must be able to obtain Certification of School Safety Specialist Training within twelve (12) months after employment in this position.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and ability in applying advanced law enforcement and public safety management principles, practices and techniques. Knowledge of commercial security and alarm systems. Knowledge of applicable laws, rules, and policies. Knowledge of investigative procedures. Ability to manage and supervise personnel effectively. Ability to understand the unique needs and characteristics of school students and school community. Ability to use group dynamics within the context of cultural diversity. Ability to communicate effectively both orally and in writing with staff, parents, students, and the community. Ability to provide exceptional leadership during critical incidents and emergent situations. Strong coalition-building skills capable of developing collaborative relationships with diverse external and internal cohorts. Conceptual and critical thinking skills. Able to consistently demonstrate a high degree of accountability, personal integrity and emotional maturity. Ability to effectively, continuously and discreetly work with confidential and potentially sensitive information.

REPORTS TO:

Superintendent, Deputy

JOB GOAL

To administer, plan, and direct a security program that provides a safe and secure environment for all students, staff, and visitors and to ensure the school district is prepared to effectively respond to all emergencies that might affect safety or security of students and staff.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Serve as the District's School Safety Specialist and the primary point of public contact for public school safety functions.
- * (2) Define, develop, implement, evaluate, and continually enhance the general safety and security program, policies and procedures to provide for a safe school environment.

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- * (3) Develop, implement and monitor the District's Crisis and Emergency Plan, including working with principles in identifying emergency evaluation procedures for each school, and assisting in the evacuation of schools during any emergency which involves students.
- * (4) Plan, organize, coordinate, supervise, implement and monitor individual school's/facility's safety specialist and threat assessment team.
- * (5) Provide direct assistance to principals and building administrators to develop, implement, evaluate and continually enhance site-specific safety and security procedures to provide reasonable protection for staff and students.
- * (6) Serve as liaison between the School District and local law enforcement, school resource officers, emergency management agencies, public safety communications and fire departments on all matters affecting school safety and security.
- * (7) Work closely with local law enforcement agencies and the Facilities Division regarding the scheduling of regular building checks, routine security procedures, and special security problems.
- * (8) Coordinate special security needs as deemed necessary for public hearings and meetings.
- * (9) Conduct security risk assessments of schools and buildings and make recommendations based on findings to improve safety and security.
- * (10) Keep Superintendent informed of potential problems/security issues and advise the Superintendent regarding all security measures.
- * (11) Provide training and resources to students and staff in matters relating to youth mental health awareness and assistance, emergency procedures, and school safety and security.
- * (12) Serve as the district contact person to provide or coordinate inservice activities for student groups on various aspects of school security as requested by the principal.
- * (13) Conduct presentations to various community groups and organizations.
- * (14) Coordinate the collection, analysis and annual reporting of all safety and security data and information a required by local, state, and federal agencies.
- * (15) Participate in training programs, conferences, or workshops to keep informed, increase skill and proficiency, and disseminate information about current research, trends, and best practices.
- * (16) Coordinate with the Facilities Department in planning and maintaining safe and secure school buildings.
- * (17) Assist the Risk Management Department in the completion and delivery of official reports necessary for claims associated with vandalism and/or accidents that may result in liability claims against the District, as assigned.
- * (18) Assist the Human Resource Division in background screening processes and in conducting personnel investigations, as assigned.
- * (19) Assist the Transportation Department in maintaining safe and secure transportation for all students riding buses, as assigned.
- * (20) Assist in the development of Board policies and administrative guidelines related to school safety and security.
- * (21) Develop annual goals and objectives consistent with and in support of district goals and priorities.
- * (22) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- * (23) Develop or assist in developing the district/department/division budget and monitor its implementation as required.

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- *(24) Demonstrate proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment.
- *(25) Utilize appropriate strategies to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- *(26) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- *(27) Be knowledgeable of and adhere to Board policies.
- *(28) Assist in the interpretation of programs, philosophy and policies of the district to staff and the community.
- *(29) Interact with parents, outside agencies, business and community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- *(30) Represent the district in a positive and professional manner and demonstrate support for the school district and its goals and priorities.
- *(31) Monitor district compliance with applicable codes, rules and statutes.
- *(32) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the supervisor as to their impact on the District.
- *(33) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- *(34) Participate in the development of policies and procedures.
- *(35) Attend meetings and conferences to promote professional growth and benefit the District.
- *(36) Maintain expertise in assigned areas to fulfill project goals and objectives.
- *(37) Prepare or oversee the preparation of all required reports and maintain updated and accurate records.
- *(38) Develop appropriate Board agenda items pertaining to areas of responsibility.
- *(39) Communicate effectively with the public, staff members, administrators, and other contact persons using tact and good judgment.
- *(40) Respond to inquiries and concerns in a timely manner.
- *(41) Model and maintain high ethical standards.
- *(42) Plan, implement and evaluate staff development activities of assigned personnel.
- *(43) Adhere to applicable safety standards.
- *(44) Follow attendance, punctuality and proper dress rules.
- *(45) Maintain confidentiality regarding school/workplace matters.
- *(46) Serve on district, state or community councils or committees as assigned or appropriate.
- *(47) Perform other duties as assigned.

**Essential Performance Responsibilities*

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 Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

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

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Job Description Supplement No. 13

Adopted: 4/17/18