

JOB DESCRIPTION

Park Hill School District

Lead District Safety Monitor

Purpose Statement

The job of Lead District Safety Monitor (LDSM) is performed for the purpose of ensuring that the safety and security of District employees, students and physical property is provided by the following: video surveillance; video camera accountability; video production, delivery and storage; facility lock and alarm systems; access control for facilities; servicing and disposition of all 911 calls. The LDSM will assist in the development and implementation of district security plans, monitor and train district personnel on the Rapid Responder program to ensure drills, incidents, and safety training are properly entered and maintained. Although daily duties will be performed during normal working hours at the Security Control Center (SCC), the LDSM will be provided a district cell phone to ensure that intrusion alarm calls and 911 calls are promptly serviced during off-duty hours.

The Lead District Safety Monitor provides functional supervision to District Safety Monitor(s), and reports to the Director of Safety and Security.

Essential Functions

- Assists local law enforcement and administrators by monitoring the video display and relaying pertinent information for the purpose of providing critical information related to security.
- Coordinates the daily operations of the SCC and provides direction for the daily tasks of the District Safety Monitor (DSM) for the purpose of ensuring continuity of services provided by the SCC.
- Develops and oversees the DSM(s) work schedule to ensure adequate shift coverage.
- Maintains the Rapid Responder program, trains district staff on the program in order to ensure proper and timely documentation and drills.
- Maintains, approves, archives logs documenting the SCC's daily activities in multiple formats for the purpose of ensuring historical records of SCC operations.
- Performs weekly camera checks for the purpose of ensuring the District's video camera system is operational.
- Prepares, maintains, and emails monthly copies of charts and logs showing SCC activity to the Director of Safety and Security.
- Processes and uploads video requests by school administrators to the appropriate drive for the purpose of providing information related to building concerns.
- Services intrusion alarm calls, makes appropriate calls to law enforcement, and manages off duty calls via cell phone for the purpose of providing continuity of services related to district security.
- Submits work orders for equipment failures to appropriate department for purpose of correcting issues in a timely manner.

- Updates Standard Operating Procedures (SOP), Operational Procedures and Training Documents as needed in order to ensure operations of the SCC are documented with current information.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

Specific skills that are required to satisfactorily perform the functions of the Lead District Safety Monitor include but are not limited to: in-depth knowledge of the Microsoft Office Suite. Emphasis is placed on a working knowledge of the Excel, Word, and Outlook programs. Regular maintenance of existing SOPs, narratives, charts, graphs, and Work Directives—and the occasional need for new documents—require the LDSM to be highly proficient in these disciplines.

KNOWLEDGE is required to perform basic to complex math, including calculations using fractions, percents, and/or ratios, write documents in correct English grammar following prescribed formats. Specific knowledge base competencies required to communicate and understand complex multi-step written and oral instructions.

ABILITY is required to successfully lead, multi-task, collate data, and use technology driven equipment. Flexibility is required to work and successfully communicate with various individuals in person or via email and/or telephone. Independent problem solving is required to analyze issues and create on the spot action plans. Specific ability based competencies required to satisfactorily perform the functions of the job include maintaining confidentiality, quickly adapting to changing priorities, working with frequent interruptions, displaying tact and courtesy and working seamlessly with the DSM as a team.

Responsibility

Ensures the work product produced by the SCC is always of the highest quality and leads the operations and functions of the SCC and functions of the DSM.

Working Environment

Job involves sitting and processing visual information from a computer screen or monitor 90% of the time with occasional lifting, carrying, pushing, and stooping. Significant fine finger dexterity is required. Ability to work alone for significant periods of time is required. Work environment is safe and clean.

Other Functions

Provide the DSM(s) with as much a stress free environment as possible. Ensure that supplies such as flash drives, pens/pencils, writing pads, dry erase pens and simple cleaning supplies are available.