

POSITION TITLE: Director of Safety and Security

QUALIFICATIONS: Bachelor's degree from an accredited college or university and five years of recent successful supervisory experience in law enforcement, investigation, or security required. Master's degree preferred. Demonstrated ability to plan and implement training of security personnel, develop and implement safety and security policies and procedures. Ability to establish and maintain effective working relationships with others, and ability to communicate effectively both verbally and in writing. Must be first aid, self-defense, drug abuse prevention, and conventional safety and security trained. Necessary Special Requirements: Possession of valid Virginia driver's license and special police clearance.

PERFORMANCE EXPECTATIONS: Supports the Division's vision for safe and nurturing schools, and provides direction, training, structures and processes that align with that vision. Articulates, reviews and provides feedback on methods used by schools to establish and maintain a safe and supportive school environment. Coordinates all personnel in the safety and security department to ensure all resources are maximized and tactical operation is maintained. Implements and evaluates practices employed and methods used by the department to ensure practices align with the Division's vision, local law and school board policies. Plans, implements and evaluates in-service training related to safety and security for preparedness. Identifies special problems related to building conditions and assists in the coordination of preventative and remedial measures. Ensures that Crime Prevention Through Environmental Design principles are reflected in site plans. Collaborates with key personnel around the division's truancy intervention programs and assessment center, and participates in collaborative initiatives. Ensures the protection of the district's physical property and ensures proper operations of security equipment. Provides investigations on civil and criminal matters affecting the school district. Prepares reports and maintains necessary records. Serves as liaison to criminal justice agencies and social services. Performs related duties as assigned.

GENERAL DEFINITION AND CONDITIONS OF WORK: Performs professional work directing the Department of Safety and Security. Work requires frequent standing, light lifting, sitting, walking, vocal communication for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

REPORTS TO: Chief Schools Officer

PAY SCHEDULE: Unified Pay Schedule, Pay Grade 133

LENGTH OF CONTRACT: 260 Days (12 months)

FLSA: Exempt