



RANDOLPH TOWNSHIP SCHOOLS JOB DESCRIPTION

TITLE: Director of Security
REPORTS TO: Business Administrator/Board Secretary
QUALIFICATIONS:

1. College degree or equivalent professional experience in law enforcement, specifically related to school safety and security, including the development and implementation of security programs.
2. Knowledge of security measures, crisis management, and current laws and regulations governing search and seizure activities, and an understanding of the criminal justice system.
3. Ability to provide leadership and guidance regarding safety and security issues in an educational environment.
4. Ability to work effectively with students, members of the school, and members of the community.
5. Strong problem solving and communication skills.
6. Compliance with all statutory regulations and district requirements for securing public school employment is required.

GENERAL DESCRIPTION:

The Director of Security serves as the leader of the district's security team and security operations. Responsibilities shall include supervision of the security guards, establishing protocols and procedures for daily operations, and representing the district as the lead security official to outside agencies.

ESSENTIAL JOB FUNCTIONS:

1. Assumes responsibility for implementation and coordination of the district's security plan, security programs, and security-related policies and regulations.
2. Evaluates the district's security program on a continuing basis and recommends changes as necessary.
3. Serves as a liaison between the district and law enforcement to ensure optimum safety for all students and staff.
4. Leads the District Safety Team.
5. Supervision of Staff
 - a. Interviews candidates for security positions and makes recommendations concerning appointments, promotions, reassignments, and disciplinary actions.
 - b. Assigns, directs, reviews, and evaluates the work of security personnel.
 - c. Identifies professional development activity needs for security personnel and makes provisions for the appropriate training. Advises school administrators on security measures and conducts professional learning programs for school site personnel.
6. Emergency Planning
 - a. Responsible for planning, developing, and executing all district plans, policies and procedures related to school safety and security.
 - b. Participates in the district's emergency and crisis management plan as assigned.

- c. Maintains a comprehensive knowledge of the contents and requirements of the emergency plans for all district facilities.
 - d. Cooperates with the local law enforcement agency and other federal, state, and local agencies regarding building security procedures and special security problems.
7. Crisis Response
- a. Detains unauthorized persons; calls for police assistance in accordance with the district's security plan/crisis management plan.
 - b. Notifies police, fire department, or other appropriate authority of any situation requiring immediate attention.
 - c. Serves as a link between units responding to a crisis on school property and school staff.
 - d. Oversees the submission of written reports of all incidents of vandalism, violence, illegal drug activity, and security violations in collaboration with building level administration.
 - e. Ensures accurate keeping of and submission of reports on fire drills and security drills.
8. Other
- a. Maintains a high level of professional competency through participation in workshops, seminars, meetings, and other appropriate activities.
 - b. Meets bi-weekly, or as needed, with the Business Administrator to discuss the security needs of the district.
 - c. Performs such other tasks and assumes other related duties as assigned.

WORK YEAR: Twelve-month employee
DATE APPROVED: October 18, 2022
APPROVED BY: Board of Education