Seymour School District Director of Security Job Vacancy

Summary
The role of the Director of Security serves the educational process by protecting students and staff members from harm and school-owned property from loss or damage by anti-social acts, coordinates the planning and implementation of the district’s School Safety and Security Program, and serves as the district’s School Safety Specialist.

Accountability Relationship
The Director of Security shall be directly responsible to and evaluated by the Superintendent of Schools in accordance with Seymour Board of Education policy and procedures on the evaluation of professional staff.

Certifications/Qualifications
• A bachelor’s degree in criminal justice or related field is preferred and/or a minimum of seven to ten years successful experience in the field of police services, security, or safety management.
• Knowledge of school-district organizational structure and practices preferred. Superior organizational, oral, and written communication skills.
• Demonstrated managerial skills, including delegation, effective decision making, interpersonal relationship skills and problem-solving skills.
• Demonstrated commitment to department “team” concept and the success of the organization.
• Ability to maintain flexible working hours.

General Responsibilities
• Advises the Superintendent of Schools on all security matters
• Develops a departmental improvement plan that addresses organizational and ethical issues within safety and security.
• Supervises and coordinates security at all after school, weekend, and other special school events.
• Consults with school-based administration and other personnel on methods of increasing safety and security in and about the premises of each school.
• Assists in the assignment and evaluation of all school security personnel.
• Remains current on all communication from the State Department of Education and the State of Connecticut regarding developments in the field of safety and security.
• Develops and administers an in-service training program for security personnel and other personnel who have security responsibilities.
• Establishes routines for regularly checking District facilities during times when facilities are not in use.
• Works closely with the Seymour Police Department and/or CT State Police regarding the scheduling of regular district building/checks, routine security procedures and special security issues that may occur.
• Completes appropriate reports as required.
• Complete other duties as assigned.

Performance Responsibilities
• Develop a comprehensive approved crisis and standard operating procedures plan as required by the State of Connecticut.
Serve on all town and district panels, as it relates to school safety and security or juvenile delinquency issues if provided the opportunity.

Provide and present school safety and security professional development activities for school staff and administration.

Serve as a liaison to city officials for any emerging safety and security related issues and work collaboratively with the Chief of Police.

Develop a district school safety and security program that will include a district management plan as well as school plans.

Recruit, train and manage security personnel.

Organize and maintain a district communication network.

Order and control distribution of supplies and equipment.

Maintain and encourage confidentiality of information.

Conduct in-service programs for district staff as it relates to school safety.

Coordinate safety and security planning for athletic events and student activities.

Coordinate with building principals to plan, document, and execute all mandated safety and security drills.

Develops and oversees a budget.

Coordinate the maintenance of fire safety regulations with the local fire marshal and the district’s facilities director.

Conducts residency checks within the district when appropriate.

Perform such other duties as assigned by the Superintendent of Schools or designee.

INTERPERSONAL SKILLS/PERSONAL AND PROFESSIONAL QUALITIES

Has an understanding and experience dealing with school age children.

Exhibits patience, firmness, and consistency in interactions with students, staff, and parents.

Understands and maintains confidentiality.

Displays good judgment and common sense.

Devotes time and energy effectively to the position.

Is a team player, collaborative, and contributes positively to the educational community.

Exercises good judgment and the democratic processes in arriving at decisions.

Demonstrates effective command of written and oral language in dealing with students, parents, the community, and law enforcement officials.

Is a positive emissary for the school system within the community.

Capable of utilizing technology (computers, video surveillance, etc.)

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to have full range of mobility in upper and lower body.

Be able to reach overhead.

Be able to work in various positions including, but not limited to, stooping, standing, bending over, sitting, kneeling, and squatting for extended periods of time.

Be able to lift, pull and push materials and equipment to complete the assigned job task.

Be able to lift and/or move twenty-five pounds and occasionally lift and/or move up to fifty pounds.
• While performing the duties of this job, the employee may be exposed to extreme weather conditions prevalent at the time for an extended period.
• Specific vision abilities required by this job include close vision such as the ability to read handwritten or typed material, and the ability to adjust focus.
• Be able to meet multiple demands from several people and interact with the public and other staff.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Other
Responsible for duties relevant to the safety and security of the schools or school district.

Terms of Employment
10 month (school calendar) position; Salary to be set by the Seymour Board of Education

Closing Date:
Until Filled

To Apply:
Only online applications are accepted
Visit www.seymourschools.org
You will be asked to:
Complete the online application
Upload your letter of intent (must be dated and hand-signed)
Upload your resume
Upload three current letters of recommendation (must be dated and hand-signed within the past 6 months)
Upload transcripts
Upload certifications

Applicants who do not upload all the required documentation may not be reviewed.
Seymour Public Schools is committed to a policy of equal opportunity/affirmative action for all qualified persons and does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, national origin, sex, sexual orientation, disability, age, religion or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Inquiries regarding the nondiscrimination policies should be directed to the Title IX Coordinator, Office of the Superintendent, 203-888-4564.