

27J SCHOOLS EXEMPT POSITION JOB DESCRIPTION

Job Title: Director of Safety and Security
Date Prepared / Last Modified: November 2022
Work Year: 260 Days
Department: Safety and Security
Reports To: Chief Operating Officer
Direct Reports: Emergency Preparedness Specialist (1), Safety Coordinators (3), clerical support staff (1).

SUMMARY: Responsible for providing a safe and secure learning and working environment for all students, staff, and visitors to 27J. The district's leader for all matters related to, safety and security, and emergency preparedness. Administers and directs all facets of the district-wide safety and security program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Lead the safety and security department and 27J's efforts to create and maintain a safe working and learning environment. Responsibilities include leading emergency operations, emergency response, emergency planning, and supervision of the safety and security team. Develop, maintain and provide training for the district's safety protocols. Ensure the enforcement and compliance of all local, state, and federal laws and regulations pertaining to P-12 security operations, training and drills. Collaborate across 27J departments and schools to ensure a strong coordination of effort across the district.

Lead and supervise the district safety and security team to provide a safe and secure learning environment and meet district goals and priorities. Responsibilities include task assignments, training, mentoring, evaluation, hiring, and accountability.

Lead, develop, and mentor the necessary collaborative work teams to address all school security related issues.

Direct and maintain district safety and security budgets. Allocate funds to meet the district's mission, priorities and goals. Ensure compliance with district and state policies and regulations. Collaborate with area police, fire and emergency response units, community stakeholders, school staff and district administrative staff. Manage a budget in excess of \$5 million annually. Provide direct supervision of up to ten employees and indirect supervision and training of 20+ School Resource Officers and 30+ Campus Supervisors. Make quarterly reports to the Mill Levy Oversight Committee. Provide information on an as needed basis to the Superintendent of Schools and other locally elected and appointed bodies and officials.

Develop and maintain professional, effective working relationships to support the 27J mission and the district's safety goals with public safety service providers throughout the district, including law enforcement, fire service, emergency medical and emergency management. Serve as primary liaison with emergency first responders (police, fire, emergency medical) during emergency operations impacting schools. Negotiate and oversee related IGAs and contracts.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING: Bachelor's degree in emergency management, risk management, communications, environmental science, or related field; or the equivalent related experience.

EXPERIENCE: Five years experience in safety/security, emergency management, environment health, law enforcement/fire services or related field. Experience in National Incident Management System (NIMS) and Incident Command System (ICS) for emergency response and Multi-Hazards Planning for Schools. Experience in school settings to understand the physical and psychological aspects of emergencies/disasters to assist with the recovery of both physical and psychological elements.

SKILLS, KNOWLEDGE, & EQUIPMENT: Excellent oral and written communication, interpersonal and analytical skills. Ability to analyze and interpret environmental sampling results, air quality investigations, environmental compliance issues, and asbestos management. Knowledge of law enforcement activities and relevant statutes, including juvenile code. Understanding of district and school operations and needs. Knowledge of and ability to use personal computer and relevant software applications. Ability to use closed-circuit television and security operation equipment required within 6 months of hire. Knowledge of and ability to use burglar and smoke alarm and monitoring systems within 6 months of hire.

CERTIFICATES, LICENSES, & REGISTRATIONS: Valid Colorado Driver's License required. Hazardous Materials Emergency Response – Level III (technician) certification required within 6 months of hire. First Aid and CPR certification within 6 months of hire. Incident Command Systems (ICS) and response ICS 100, ICS 200, and ICS 362 certifications. National Incident Management System (NIMS) 100, 200, 300, 400 and 700.

SUPERVISION/TECHNICAL RESPONSIBILITY: Carries out responsibilities in accordance with the organization's policies and applicable laws. Acts as a resource for others throughout the district and community by interpreting policies and procedures, training and providing assistance regarding the district's safety and security issues.

JUDGMENT AND DECISION MAKING: Strong independent leadership and decision-making ability. Creates and directs the District's security and safety plans and protocols. Leads the safety and security team. Works collaboratively with the communities we serve to develop and communicate security processes. Makes recommendations to the Chief Operating Officer and the Superintendent of Schools for policy changes as they affect safety and security issues. Negotiates contracts with local police departments, private security provider and other vendors. Develops and manages budgets.

DIVERSITY OF DUTIES: Requires cross training and an understanding of the different needs of students, staff, and the community as it relates to the safe use of and access to District property. Ability to recognize the importance of safety in the workplace and an understanding of utilizing appropriate safety equipment and to report unsafe conditions to the appropriate administrator. Ability to work collaboratively with various community interest groups, local law enforcement agencies, and government agencies as it relates to safety and security issues for students and staff.

SAFETY TO SELF AND OTHERS:

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: While performing the duties of this job, the employee must be able to regularly talk, hear, smell and use their hands to finger, handle or feel. The employee must frequently be able to stand, walk, sit, and reach with hands and arms. The employee must occasionally climb or balance, stoop, kneel, crouch, or crawl and smell. The employee must be able to frequently lift and/or push/pull up to 25 pounds. They will occasionally be required to lift and/or push/pull up to 50 pounds. Both close and distant vision is required, as is peripheral vision and depth perception and the ability to adjust focus. Color vision is also required.

WORK ENVIRONMENT: The employee must occasionally work near moving mechanical parts, work in high, precarious places, near fumes or airborne particles, toxic or caustic chemicals, with explosives, and/or in outdoor weather conditions. The noise level in the work environment is usually loud.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to analyze, communicate, coordinate, instruct, compute, synthesize, evaluate, compile, negotiate and utilize interpersonal skills. The employee is frequently required to compare information.