



GENERAL INFORMATION

TITLE Director of Safety & Security
DEPARTMENT Shared Services
CLASSIFICATION Administration
FLSA STATUS Exempt
REPORTS TO Assistant Superintendent of Finance & Operations/CSBO – DPS109,
..... Deputy Superintendent, NSSD112, and
..... Principal, Bannockburn 106
SUPERVISORY RESPONSIBILITIES None
EVALUATION Evaluated by the Shared Services Team using the agreed upon evaluation tool. The evaluation cycle will be one school year or more frequently if “needs improvement” or “unsatisfactory” rating.

QUALIFICATIONS

Education, Experience, and Licensure (required and preferred):

- College degree required
- Relevant experience and/or post-secondary training in business
- Successful completion of ICS training (Initiated within one year)
- Valid Driver’s License

Competencies (Knowledge, Skills and Abilities)

- Proficient use of Microsoft Office suite and Google Workspace
- Follow all Board of Education policies
- Ability to communicate clearly and effectively – written and verbal
- Ability to meet deadlines
- Outgoing, friendly, and customer focused
- Demonstrates leadership abilities and must be a team player
- Works with speed, attention to detail, consistency, and organization
- Comfortable and pleasant demeanor in very busy environments
- Maintain professional appearance
- Extensive knowledge of ISBE school safety codes and emergency preparedness
- Willingness to support the mission and vision of the district
- Strong decision-making skills

JOB GOALS

Under general supervision, the employee is:

- Responsible for the oversight of all district safety and security programs and services. The Director provides security for the school districts under the shared services umbrella including but not limited to staff, students, buildings and property through patrol of Deerfield 109, North Shore School District 112, and Bannockburn 106, including parking lots, playgrounds and athletic fields to prevent unauthorized visitors or property damage and to provide for general building security; oversees all emergency response procedures with districts’ staff and local law enforcement and fire department.

MAJOR DUTIES & PERFORMANCE RESPONSIBILITIES

The criterion indicated below are intended to describe various types of work that may be performed. The exclusion of specific responsibilities does not prohibit them if the work is similar, related, or a logical task of the position.

- Implement safety and security protocols to ensure safe environments in all district schools and buildings
- Oversee student discipline, in conjunction with the SRO and building/district administrators, in school buildings, on school grounds, at school events, and on buses to ensure a positive and safe learning environment
- Initiate and/or support district teams in the behavior threat assessment process
- Oversee district security access software and video camera surveillance equipment
- Evaluate the effectiveness of school safety and security programs and develop emergency operations plans, procedures, and objectives to facilitate and improve the programs

- Ensure application of safety and security protocols to public events, sports events, and other extracurricular school district activities
- Assist the administrative staff with any and all security concerns
- Collect, analyze, and summarize information and trends related to school safety
- Monitor bus and student drop off and pick up activity
- Ensure compliance with building access and front-office safety protocols
- Oversee the security of summer school in the buildings
- Oversee and participate in frequent security inspections of school facilities
- Develop and periodically monitor a reporting system designed to detect security issues in school facilities
- Oversee and coordinate off-site student reunification policies and procedures
- Make recommendations to correct security issues once identified
- Recommend and implement procedures and best practices to prevent and deter violence at schools or other district properties
- Research and recommend additions and improvements to the safety management program, particularly in areas such as emergency preparedness, accident prevention, general safety, and risk management
- Coordinate with local law enforcement and the school assigned SRO's along with other appropriate health and safety professionals in matters of public safety involving students and staff
- Evaluate effectiveness of security, surveillance equipment, and signage on school district properties
- Coordinates with the Technology and Maintenance departments to address or correct any safety and security issues on school campuses
- Provide school staff with professional development training related to safety and security (Behavioral threat assessment, active shooter training, ICS training, Evacuation drills, etc).
- Participate in professional development training to stay current on laws, policies and best practices regarding school safety
- Attend and present, when needed, at any Board of Education or community engagement meetings
- Prepare and monitor Safety & Security Departmental budget
- Conduct and hold annual safety meetings with local first responders
- Serve as Liaison with local first responders, local and state
- Responsible for coordinating/filing required annual safety meetings/trainings/drills/reports at the Federal, State, and local levels
- Perform other related duties as assigned by the Superintendent or his/her designee

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk or hear, and taste or smell. The employee is frequently required to use hands to handle or feel materials. The employee is frequently required to climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

In the work environment, the employee is regularly exposed to video display and regularly works in office environmental conditions. The employee regularly works in the evenings or on weekends. The employee frequently works with the use of a personal vehicle. The employee will have contact with employees and the public which requires appropriate demeanor and apparel. The noise level in the work environment is usually moderate with regular exposure to loud classrooms, hallways, or cafeterias.

The mental demands, physical demands, and work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow an employee with disabilities to perform the essential functions.

ADOPTED

- May 19, 2023