

**Monroe-Gregg School District
Role Description**



Job Title: Safety Director

Location: Administration Office

Job Group: Classified- Exempt (195 Days)

Reports to: Superintendent

The safety director is a senior leadership position serving as a cabinet officer in the organization. This position shall coordinate building safety and law enforcement throughout the school district. The safety director works in collaboration with district administrators to establish appropriate procedures to ensure safe and secure school facilities. Responsibilities also include conducting internal investigations and referring incidents to federal and state law enforcement agencies and the Indiana Department of Child Services as appropriate. The safety director supervises and oversees all contracted safety resource officers.

Essential Responsibilities:

- Serves as the district's liaison to the Morgan County Sheriff's Office, Monrovia Police Department, Child Services, and other related agencies.
- Implements the district's security plan and crisis response procedures. Evaluates the district's program on a continuing basis and recommends changes as necessary.
- Recruits, hires, and supervises contracted law enforcement as school resource officers.
- Establishes clear lines of accountability and command within the school safety forces.
- Deploys safety and law enforcement personnel to manage routine operations and emergency situations.
- Provides routine surveillance of the campus to ensure facilities are secure, identifies and addresses any issues, and recommends safety and security equipment purchases to improve safety protocols.
- Notifies police, fire, and other appropriate authorities of any situation requiring immediate attention.
- Detains unauthorized persons in accordance with the district's security/crisis management plan.
- Serves as the liaison between units responding to a crisis on school property and school personnel.
- Advises administrators in matters involving criminal activities on the school campuses.
- Conducts and coordinates safety, security, and emergency preparedness training by developing, scheduling, and/or facilitating training for staff, students, and public safety officials.
- Collaborates with administrators to establish appropriate policies and procedures for student discipline.
- Receives all reports of school crime from administrators and/or school resource officers.
- Coordinates procedures for the referral of students and staff to the federal, state, and local agencies as required.
- Assists in the development and implementation of safety and security plans for special events on campus.
- Participates in appropriate in-service and training programs to stay abreast of safety protocols and regulations.
- Collaborates with the technology director to ensure appropriate placement, use, and maintenance of school electronic security equipment.
- Collaborates with the corporation treasurer to meet operational security needs within the budget and schedule expenditures.
- Applies for safety grant funding for capital security improvements.
- Communicates with other school systems on matters related to school safety.
- Provides periodic reports to the superintendent on matters pertaining to school safety.
- Serves as the district's senior safety member on call and coordinates efforts during emergency situations and after-hours response.
- Attends training, staff meetings, and district meetings to stay abreast of changing developments and policies.
- Maintains confidentiality and a need-to-know policy with regards to staff and student information.
- Maintains positive professional relationships with staff, students, parents, and administrators.
- Remains knowledgeable of procedures for reporting suspected child abuse and/or neglect.
- Complies with all district policies and procedures.
- Other duties as assigned by the superintendent.

Essential Qualifications:

- Previous law enforcement experience to include progressive management experience required.
- Tactical response training required.
- Previous experience providing security in a school-based setting required.

- Knowledge related to the criminal justice system, school related investigative fields, and juvenile enforcement.
- Knowledge of federal, state, and local guidelines regarding the administration of school safety programs to include crisis management.
- Knowledge of current laws and regulations governing search and seizure activities.
- Displays the highest ethical and professional behavior in working with students, parents/guardians, school personnel, and outside agencies.
- Demonstrates strategic, effective, and timely communication to shape the narrative regarding the district's safety efforts with regards to day-to-day operations and/or specific incidents.
- Must pass a criminal background check and drug screen per district policy.

Physical Demands:

The physical demands described are representative of those that must be met to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work involves sitting for extended periods of time. Walking is required throughout the school day.
- Many situations require hand motion, e.g., checking security locks on doors.
- Consistent requirements to hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, bend at the waist, and stoop.
- Dexterity of hands and fingers to operate standard office equipment is needed.
- Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus.
- The employee may be required to lift, carry, push, or pull up to 100 pounds.

Environmental Conditions:

Requires work indoors and outdoors in various weather-related conditions. Works around others and duties may extend beyond the normal workday or scheduled vacations. The noise level can be moderate to loud. The employee has an average risk of exposure to blood and bodily fluids or tissues and communicable diseases. Occasional interaction among unruly students/adults is possible. Restraining disruptive or physically dangerous students/adults may be required.

Terms of Employment and Evaluation:

Employed for a prescribed number of service days and benefits as outlined in the classified handbook. Performance of said duties will be evaluated in accordance with district policy.

Acknowledgement:

The intent of this role description is to provide a representative summary of the types of responsibilities that will be required and shall not be construed as a declaration of the only responsibilities of the position. I have read and been informed about the expectations contained within this role description.

Employee Signature Date

Monroe-Gregg School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, age, religion, disability, sex, veteran status, genetic information, or any other legally protected category in its employment practices. All employees are expected to be knowledgeable of non-discrimination policies and their duty to report to include Section 504, Title VI, Title IX and non-discrimination in general.