

# **SEDALIA SCHOOL DISTRICT #200**

**Job Title: Director of Safety & Security**

## **Job Overview**

- Maint Dir / Safety & Security Director salary schedule
- 250 days as set in the annual calendars
- Reviewed annually with recommendation for re-employment in May
- Reports to Asst. Superintendent

## **Qualifications**

- Bachelor's degree is desirable but may be waived in lieu of professional experience
- 5 years of professional work experience in at least one of the primary fields related to this position including law enforcement, school safety and security
- High degree of diplomacy, flexibility and adaptability
- Good communication skills, both written and verbal
- Possess problem solving skills and a positive work attitude
- Excellent management and supervisory skills with the ability to self-motivate
- Maintain confidentiality in all aspects
- Possess an ethical and professional attitude toward colleagues and the policies of the District
- Valid Missouri driver's license
- Valid Missouri concealed weapons permit
- Criminal justice fingerprint and background clearance

## **Preferred Experience**

- Experience in performing criminal and accident investigations
- Specialized school safety and security training certifications or other comparable training programs
- Tactical response training
- Tactical Combat Casualty Care (TCCC) training
- Standard First Aid training
- Crime Prevention Through Environmental Design (CPTED) training
- Hazard mitigation and prevention training
- Accident investigation training
- Previous experience working in fire service, Emergency Medical Services, or Emergency Management disciplines

## **Responsibilities and Duties**

- Developing, implementing and managing programs designed to provide a safe and secure environment for students, staff, parents and patrons
- Coordinating a comprehensive school safety program, which includes proactively and reactively working with public safety agencies and district personnel, scheduling work assignments within established timeframes and standards, and addressing emergency situations as outlined in district and building safety plans
- Coordinates and evaluates all campus School Protection Officers

- Supervises and trains security officers in all job-related activities for the purpose of ensuring the safety of students, school personnel and property
- Serves as the liaison with local public safety entities regarding pre-planning and response to emergency incidents that occur on district property
- Serves as the liaison with the School Resource Officer (SRO) that is assigned to the district as well as other law enforcement agencies that have jurisdiction on district property
- Revises, implements, and maintains the district's emergency preparedness plans and emergency drill schedule to meet or exceed regulatory requirements, to include intruder response and other training services related to school climate
- Communicates with administrators, personnel and outside organizations and agencies for the purpose of coordinating activities, resolving issues and conflicts and exchanging information
- Compiles data from a wide variety of sources for the purpose of analyzing issues, ensuring compliance with established policies and procedures, and/or monitoring program components
- Works with district administration to complete inspections and systematic audits of facilities through safety and security checks
- Works with district and building level administration to coordinate and evaluate the purchase of safety and security equipment, supplies and services
- Interacts with students for the purpose of educating them about safety practices, as well as to gauge student sentiment regarding school safety and security
- Participates in annual training to stay current on laws, policies and procedures regarding school safety
- Advises and assists district and building administrators in matters involving criminal activities on school campuses
- Participates in professional organizations and committees related to school safety and security
- Conducts investigations into accidents that occur on District property and involve injury to persons or damage to district property. Makes recommendations to prevent recurrence of accidents or injuries
- Completes incident and investigative reports, documents conclusions, compiles and maintains evidence as required
- Coordinates school safety compliance with federal, state and local regulations by studying existing and new requirements and overseeing and enforcing school-wide adherence to requirements
- Supervises and coordinates the installation and maintenance of access control and surveillance systems
- Coordinates and records chemical information (including MSDS data sheets) for all materials stored and used in district facilities or on district grounds
- Coordinates with transportation director and superintendent designee on any issues or concerns regarding school transportation provided by contracted suppliers or the Sedalia #200 School District
- Communicates directly with building administration when safety/security issues are identified in order to be addressed immediately
- Accepts from the superintendent such responsibilities as the superintendent chooses to delegate, and assumes full responsibility for discharging them

**Additional Job Functions**

- Knowledge of federal, state and local policies and procedures regarding the administration of security/school safety programs
- Knowledge of applicable federal and state laws and regulations
- Knowledge of the current literature, trends, methods and developments in the areas of security and school safety
- Knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations
- Knowledge of the principles of supervision, organization and administration
- Ability to effectively present information to management, public groups, and/or boards
- Ability to evaluate the effectiveness of programs and make recommendations for improvements
- Ability to maintain complete and accurate records and to develop meaningful reports from them
- Ability to effectively express ideas orally and in writing
- Ability to establish and maintain effective working relationships as necessitated by work assignments

**DISCLAIMER**

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.