



VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

DIRECTOR, SECURITY AND EMERGENCY MANAGEMENT

GENERAL RESPONSIBILITIES

Under the leadership of the Chief Operations Officer, the position is responsible for performing supervisory and administrative tasks in developing, implementing, and managing programs to effectively address school security and emergency management. The position coordinates building security throughout the school division and works throughout the organization to gather feedback to promote and enhance departmental and organizational operations and effectiveness.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Strategic

- Ensure the work of the office aligns with the School Division's strategic plan, mission, and goals.
- Develop, plan, and implement office goals and objectives; recommend and administer policies and procedures.
- Coordinate the development and submission of grant applications for school safety.
- Coordinate security and emergency management activities with other departments and outside support agencies and organizations.
- Coordinate the research, test and evaluation, procurement and distribution of security and emergency management technology and resources such as hand-held and stationary magnetometers, emergency radios, two-way radios, cameras, check-in systems, etc.
- Coordinate and serve on teams and committees and collaborate with other departments and agencies, both internal and external to the school division in support of the organizational strategies.
- Represent the school division on departmental related issues with external agencies consisting of, but not limited to, the Virginia Beach Police Department, the Virginia Beach Fire Department, Emergency Management, and the media.
- Act as a liaison with the Virginia Center for School and Campus Safety to coordinate the completion of State safety audits.

Security and Emergency Management

- Manage the development and maintenance of security and training programs to support a safe school environment.
- Provide recommendations to the Chief Operations Officer on policy changes, innovations, and enhancements in the areas of security and emergency management.
- Collaborate with Facilities Services in the placement/replacement, operation, and evaluation of alarm systems, closed circuit television systems, and electronic access controls.
- Coordinate and maintain the armed School Security Officer Program to ensure compliance with state law as it relates to mandated training and certifications; inventory and issue weapons, uniforms and other approved equipment associated with the program.
- Coordinate and supervise VBCPS emergency management operations in accordance with the NIMS Incident Command System (ICS) framework. This includes standing up the Division Command Center, collaborating with the Virginia Beach Emergency Management Office, staffing the Command Post and ensuring senior leadership, administration, and staff guidance during a crisis.
- Monitor compliance with established guidelines including patrol summaries, alarm logs, and other reports. Meet weekly with coordinators and staff to provide direction, set objectives, and provide necessary updates. Implement and evaluate programs and projects to ascertain overall effectiveness.
- Review and update the School Division's Emergency Response Plan and Emergency Procedures Guide for non-school facilities.
- Promote best practices for security and emergency management procedures throughout the division. Ensure compliance with Virginia school safety regulations.
- Provide school safety training for security assistants and school administrators.
- Plan and coordinate the school safety audits.
- Coordinate safety drills in auxiliary buildings.
- Act as liaison with the City of Virginia Beach to coordinate sheltering during emergencies.



Leadership

- Oversee and participate in the development and administration of the department's budget process including the monitoring and approval of expenditures.
- Perform personnel functions including recruiting, interviewing, evaluating, supervising, directing actions and activities, and leading the organization.
- Select, train, motivate, and evaluate staff.
- Supervise school security officers that monitor buildings after hours and weekends.
- Approve payment of police for non-athletic school events.
- Respond to and resolve difficult and sensitive inquiries and complaints regarding the safety and security of personnel and property.
- Respond to school emergencies and requests from principals regarding security and emergency management matters.
- Monitor workflow and assign work activities, projects, and programs to meet the goals of the department and school division.
- Lead After-action Reviews as needed to support continuous improvement.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Must have a comprehensive knowledge of the specialized principles and procedures of modern school security and emergency management. Must have a thorough knowledge of local government organizations and operations. Must have knowledge of applicable local, state, and federal laws and familiarity with VBCPS policies and regulations; knowledge of the VBCPS strategic plan, mission statement, and guiding principles. Must have the ability to make formal presentations and prepare correspondence and reports. Must have the ability to develop and maintain effective working relationships with staff, principals, administration, public safety officials, media, the public, and other agencies; ability to apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions; and the ability to evaluate the effectiveness of security and emergency management programs, relevant technology, and make recommendations for improvements. Must be able to set goals and meet objectives. Must have excellent oral and written communication, consensus building, mediation, negotiation, and problem-solving skills.

EDUCATION AND EXPERIENCE

Required: Bachelor's Degree from an accredited college or university and extensive experience in a field closely related to security, emergency management and/or public safety. Experience should include supervisory, leadership, and administrative responsibilities or any combination of applicable education, training, and experience which provides the knowledge, skills, and abilities necessary to perform effectively in the position.

A comparable amount of training and experience may be substituted for the minimum qualifications.

Preferred: Master's Degree.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, grasping, fingering, repetitive motion, reaching, and driving. Occasional walking, standing, and bending. Work involves occasional exposure to unusual elements such as extreme temperatures and/or loud noises. Ability to lift 20 pounds frequently and up to 50 pounds rarely. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of this position.