



VIRGINIA BEACH CITY PUBLIC SCHOOLS **CHARTING THE COURSE**

COORDINATOR, SECURITY AND EMERGENCY MANAGEMENT

GENERAL RESPONSIBILITIES

Under the leadership of the Director of Security and Emergency Management, the position is responsible for collaborating with departments and schools to promote best practices for a safe school environment, reviewing and updating Virginia Beach City Public Schools Emergency Response Plan, safety procedures, and emergency protocols. In addition, the position is responsible for working collaboratively with the Department of Technology and the Office of Maintenance Services to provide leadership in the implementation and continuous improvement of security-based technology throughout the school division.

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

- Coordinate the annual review, revision, and implementation of the Emergency Procedures Guides for all school and division facilities to ensure compliance with applicable laws, regulations, and School Board policies.
- Coordinate the development, implementation and annual review of Virginia Beach City Public Schools' Continuity of Operations Plan
- Develop, implement, and maintain School Emergency Response Plans, including Crisis Response (CRT) Plans and After-School Emergency Event Plans.
- Facilitate VBCPS and VBPD collaboration during investigations.
- Serve as the liaison for the school division governing the usage of the School Resource Officer (SRO) program.
- Work collaboratively with school personnel and police precincts to increase security and police surveillance of school buildings during periods of heightened threat levels.
- Coordinate with school administrators and city staff for emergencies, including evacuation, the opening of emergency shelters, and reunification plans.
- Provide senior leadership, school administration and staff guidance during critical incidents.
- Work collaboratively to develop security plans for high school graduations.
- Collaborate with staff to identify potential safety grant opportunities.
- Collaborate with staff in the development of an annual summer training program for school administrators and professional training for school staff and administrators.
- Serve as a member of various committees (i.e., School Safety Audit Committee, Safe Schools Advisory Committee).

Operational

- Coordinate and deliver required and supplemental training programs for security staff and school personnel, including First Aid/CPR/AED, state-mandated security assistant certification, crisis de-escalation, physical intervention techniques, and critical incident response training.
- Instruct school administration and staff in Threat Assessment, Crisis Response Team procedures, CPI, and Run/Hide/Protect protocols.
- Coordinate and evaluate emergency drills at all non-school facilities.
- Conduct physical examinations of school division property to ensure compliance with security procedures and regulations.
- Facilitate tabletop exercises to enhance operational readiness as it relates to critical incident response.
- Conduct security assistant and armed school security officer inspections; serve as a conduit for security officer feedback to the Office of Security and Emergency Management.
- Serve on armed security officer qualification and placement committee.
- Supervise security staff at high school graduations.
- Attend various school sports activities and other special events to monitor safety measures.
- Analyze and track all vandalism and theft reports received from schools and departments.
- Monitor building security and staff safety during shelter operations and elections at schools.
- Facilitate emergency management communication during RAVE mass notification activation.



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Leadership

- Establish, maintain, and track a database of mandatory and voluntary training completed by security assistants.
- assigned.
- Coordinate the delivery and distribution of educational materials regarding safe school practices, and the repair and inventory of the Office of Security and Emergency Management's equipment.
- Coordinate the division's Visitor Management System training for staff.
- Supervise staff as assigned by the director.
- Evaluate assigned staff using the school division's performance evaluation system.
- Consult with school administrators regarding safety concerns.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Must have an understanding and knowledge of school emergency operations procedures and the skills necessary to use logic and reasoning to identify the strengths and weaknesses of alternative solutions or approaches to problems. Knowledge of investigative procedures, including search and seizure law, interviewing techniques, applicable criminal statutes, law enforcement investigative policies and protocols, and School Board policies. Must have the ability to develop and present ideas effectively, both in oral and written form; ability to develop and deliver presentations, including tabletop exercises, utilizing the latest technology; ability to communicate organizational policies and procedures, monitor facilities or operational systems, and establish and maintain effective working relationships with school officials and associates. Must be able to effectively communicate and interact with all levels of administration and staff as well as the public. Must have the ability to work independently, applying established procedures to varying situations as they arise. Ability to develop and maintain recordkeeping systems and procedures, skill in organizing resources and establishing priorities.

EDUCATION AND EXPERIENCE

Required: A bachelor's degree from an accredited college or university. Candidates should have a minimum of five years of experience in fields such as security, emergency management, public safety, or in school operations. This experience must include demonstrated leadership, supervisory, and administrative responsibilities.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order 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, walking, standing, grasping, fingering, repetitive motion, and driving. Occasional bending, balancing, crouching, and reaching. Work involves moderate exposure to unusual elements such as extreme temperatures and hazards such as moving vehicles, moving mechanical parts, etc. and/or loud noises. Ability to lift up to 20 pounds and over 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

- Regular and reliable attendance is an essential function of this position.
- Possession of a valid driver's license
- Must complete and maintain the following required certifications:
 - Virginia Department of Criminal Justice Services School Security Officer Certified Trainer (recertification every two years)
 - Crisis Prevention Institute *Nonviolent Crisis Prevention* Certified Instructor
 - Basic First-Aid Training (recertification every two years)
 - Automated External Defibrillator (AED) and Cardiopulmonary Resuscitation (CPR) (recertification every two years)
 - Defensive Driver Training (recertification every four years)