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## Job Description: Speedway Head of Security

*"Disciplining young people to make a difference in their world"*

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<b>Job Classification:</b>	Central Services
<b>Provisional Period:</b>	Yearly contract based on annual evaluation
<b>Department:</b>	District-wide
<b>Assignment Category:</b>	Full Time

### Job Description Summary:

The Speedway Head of Security shall assume responsibility for the security, safety and well-being of all students, personnel, visitors and school campuses.

### Ministry Description Summary:

He/she has a calling in his/her heart to serve God as a staff member; who is assured of his/her personal worth and professional competence, both being in balance with the Scriptures; who leads a consecrated life before the Lord, co-workers, and students, and is a committed follower of Jesus Christ. He/she shows a high degree of professionalism and responsibility in the fulfillment of his/her duties as a staff member of DCS.

### Objectives:

- Visibility & Mentoring
  - Provide intentional visibility and interaction with the DCS community
  - Develop intentional relationships with the DCS students
- Resourcing
  - Providing security recommendations and considerations to the Headmaster for continual school security improvements
  - Craft and implement a security plan for each campus
- Instruction
  - Provide DCS community education (e.g. seminars on internet safety, etc.)
  - Participate in student education (e.g. co-teaching and supporting classroom and subject teachers on topics related to safety and/or law enforcement)
- Accountability & Enforcement
  - Support division Principals with Probation Management (e.g. regularly meeting with students on behavior contracts, and monitoring their progress)
  - Enforce school safety policies and practices

### Security Specific Duties:

#### As needed:

- Being present and monitoring all home games for the volleyball and basketball seasons.
  - Middle School games are approximately 2 hours per game.
  - High School games (JV & Varsity) are approximately 8 hours per game
  - Each volleyball and basketball season is approximately 20 MS and 8-9 HS home games
- Being present and monitoring the DCS Basketball Tournament
- Being present and monitoring the following events:

- Fall Banquet
  - Veteran's Day
  - Drama productions
  - Award Events
  - Dances
  - Baccalaureate/Graduation
- Monitor restraining orders
  - Monitor parking lots
  - Site security assessment and recommendations
  - Identify and report incidents
  - Respond to emergencies and provide assistance as necessary
  - Remain in compliance with local, state and federal regulations
  - Participate in continual professional development training
  - Security System:
    - Security cameras are sub-contracted

### **Safety Specific Duties:**

- Monitor safety conditions of facility
- Maintain department documentation:
  - Vehicle titles
  - Vehicle inspections
- Install, repair and maintain fire and safety equipment
- Inspection:
  - Safety equipment
  - TFD yearly inspections
  - Emergency lights
- Vehicles
  - Install, maintain and repair
  - Inspections and registrations
- Maintain credentials to carry a firearm on campus
- Other duties as assigned by the COO

### **Performance Standards/Skills required:**

- Greatest need is consistency and rapport
- Model Godly character, patience, grace, and love
- Knowledge of security operations and procedures
- Good verbal and written communicator
- Strong interpersonal skills
- Decisive/taking initiative
- Problem solver
- Orderliness
- Responsibility
- Determination
- Loyalty: to God, others in authority, and those following his/her leadership
- Proficient in basic computer skills for Word, Excel, Publisher, FACTS (formerly RenWeb)
- Able to utilize keyboard-driven equipment such as computers, calculators, etc.
- Able to operate office equipment such as fax machine, intercom, copy machines, etc.
- Able to operate multiplex phone system 1
- Requires manual dexterity – able to open/close safety doors, operate light switches, door locks & file cabinet drawers
- Writes clearly with all conventional writing tools

- Vision and hearing in normal range (with or without correction)
- Able to access all school areas without difficulty
- Able to lift objects weighing up to 20 pounds (boxes of paper, school equipment)
- Completes individual assignments in a timely manner

**Job Factors:**

- **Minimum education/certification required:**
  - High School diploma required
  - B.A./M.A. preferred
  - Security training required
  - School security training preferred
- **Minimum experience level required:**
  - Documented security experience required
  - 5 years' experience preferred
- **Reports to:**
  - COO (Chief Operating Officer)
  - Division Principals
- **Supervision exercised:**
  - DCS employees, students, parents, vendors, and guests district-wide