Job Description
MOORE PUBLIC SCHOOLS

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

Qualifications:

Credentials: Certification in Crime Prevention through Environmental Design (CPTED) is preferred

Education: Bachelor's degree in Education, Safety Management related degree

Training/Experience Required: 8 years of law enforcement or related military experience, including at least 3 years of progressive management experience, or any equivalent combination of training and experience which provides the required knowledge, skills and abilities; experience in a school setting at the district level preferred.

Special Skills, Knowledge, Abilities:
Must possess basic communication skills to exchange information, give/receive instructions, and respond to inquiries. Must be able to communicate in clear, grammatically correct English.

Must possess the interpersonal skills necessary to be able to work effectively with law enforcement officials, other security organizations, the media, and personnel from other school districts, as well as personnel with Moore Public Schools.

Must have the skills to compose effective correspondence, direct others, and provide instructions. Must be able to speak to people with poise and confidence, and must be able to effectively present information to management, public groups, and/or boards.

Must possess organizational skills to be able to carry out an effective safety and security program.

Must possess a general knowledge of laws and regulations pertaining to safe schools.

Must possess a general knowledge of current trends, methods, and developments in the areas of school safety and security.

Must be adaptable to performing under stress and when confronted with emergency situations.

Must have the ability to evaluate the effectiveness of programs and make recommendations for improvements.

Must be able to maintain complete and accurate records and to develop meaningful reports from them.

Must be able to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar or divergent from obvious standards) of data.

Must have the ability to apply principles of logic to define problems, collect data, establish facts, and draw valid conclusions.

Job Goal (Purpose of Position): Under limited supervision, performs administrative tasks in developing, implementing, and managing programs designed to effectively address security and school safety needs. Employee is responsible for coordinating a comprehensive school safety and security program, which includes working with law enforcement agencies. Employee works extensively with the superintendent, the superintendent's leadership team, school administrators/employees, and the Moore Public Schools' community on all areas of school safety. Work also involves implementing training programs pertaining to matters of safety and security for all employees. The incumbent of this position is also responsible for maintaining and managing the district-level crisis management plan as well as the school sites' crisis management plans.

Contact with Others: An incumbent in this position has regular contact with persons inside and outside the district. Such contact requires tact and diplomacy, independent judgment, and problem-solving skills. The employee also has contact with groups in making formal presentations and with the media on school safety matters. The employee must maintain confidentiality in performing job duties.

Performance Expectations:
The incumbent in this position will need to:
(A) Be student and employee centered to perform job functions with the safety and security of these individuals' utmost in decision making.
(B) Be a team player with co-workers, school administrators, other managers, and community leaders to accomplish district goals as they relate to safety and security.
(C) Manage resources with fiscal responsibility.
(D) Work directly with law enforcement and other security agencies to develop short and long-range plans to attain maximum safety and security in the district.
(E) Keep the superintendent informed on matters of safety and security.

Essential Job Functions (Performance Responsibilities):
1. Develops and coordinates a comprehensive security/school safety program, including constantly reviewing, developing as necessary, and maintaining the district's crisis management plan as well as the school sites' crisis management/emergency response plans.

2. Serves as a liaison with law enforcement agencies to monitor the daily overall operation of the secondary school resource officers and other law enforcement issues on the school campuses.

3. Works with law enforcement agencies to encourage community-policing efforts on school campuses.

4. Assists in the development and implementation of security plans for special events involving any facilities under the jurisdiction of Moore Public Schools.

5. Provides training and assistance to site-based administrators and other employees in matters of safety and security.

6. Receives all reports of school crime from site-based administrators and advises and assists the administrators in working toward alleviating crime.

7. Directs/coordinates the periodic assessment/audit of school facilities and grounds to determine safety and security issues and needs.

8. Works with site-based administrators on issues related to safety and traffic on school campuses.

9. Works with local, state, and national agencies as a resource to gain information relative to school safety.

10. Provides periodic reports to the Superintendent and the Board of Education on matters pertaining to school safety.

11. Communicates with the media and other school systems on matters relating to school safety.

12. Works with committees designed to optimize school safety and works with the community on safety initiatives.

13. Performs other duties as assigned/required.

Supervision Exercised: An incumbent supervises a small staff.

Reports To: Superintendent

Physical/Mental Requirements and Working Conditions:
The incumbent of the position must be physically able to operate a motor vehicle. He or she must also be able to exert the amount of force necessary to lift, carry, push, pull, or otherwise move objects, including the human body. Work requires walking or standing to a significant degree.

Terms of Employment:	Twelve-month year (250 days)
Salary:	To be established by the Board of Education
Evaluation:	Performance will be evaluated in accordance with the provisions of Board policy

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