Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Assistant 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 field

Training or 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 school setting at 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 an intimate understanding of educational environment and interworking beyond safety.

Reports To: Director of Safety and Security

Job Goal (Purpose of Position):

The Assistant Director of Safety and Security is responsible for developing, implementing, and overseeing safety programs and protocols within the school environment to ensure the safety and well-being of all students, staff, and visitors. This role involves collaboration with local law enforcement, emergency services, and school personnel to promote a safe learning environment. This role requires a proactive approach to safety, conducting inspections, training personnel, and developing safety policies that comply with regulatory standards.

Under limited supervision, the Asst. Director will perform administrative tasks in developing, implementing, and managing programs designed to effectively address security and school safety needs. Asst. Director is responsible for coordinating with the Director of Safety & Security to develop and edit a comprehensive school safety and security program. Asst. Director works extensively with the Director of Safety & Security, the Superintendent, the superintendent's leadership team, school administrators/employees and the Moore Public Schools' community on all areas of school safety. The employee must maintain confidentiality in performing job duties.

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

Performance Expectations:

The incumbent of this position will need to

A. Be student and employee centered so as to perform job functions with the safety and security of these individual's 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 Director of Safety & Security and Superintendent informed on matters of safety and security.

Essential Job Functions:

1. Training Development: Create engaging training modules on various safety topics, including emergency preparedness, conflict resolution, and safety awareness. Ensure training content aligns with current safety regulations and best practices. Empower site administration with safety tools necessary for crisis management.

2. Professional Development: Facilitate professional development workshops and seminars for school staff on safety-related topics. Provide ongoing support and resources for staff to implement training effectively in their classrooms.

3. Emergency Response Training: Teach staff and students about specific emergency procedures, including lockdowns, evacuations, and other crisis management protocols. Organize practical demonstrations and simulations to reinforce learning. Develop and coordinate emergency response plans, including evacuation procedures and crisis management strategies.

4. Collaboration with Stakeholders: Collaborate with school administration, local law enforcement, and community organizations to promote safety initiatives and training opportunities. Gather feedback from participants to improve training content and effectiveness. (After Action Reviews)

5. Monitoring and Evaluation: Assess the effectiveness of training programs through evaluations and participant feedback (After Action Reviews). Maintain up-to-date records of training sessions and participant completion.

6. Crisis Support: Provide immediate training and resources to support staff and students during critical incidents. Stay available as a resource for staff seeking guidance on safety-related issues.

7. Continuous Improvement: Stay informed about emerging trends and best practices in school safety and professional development. Regularly update training materials based on participant feedback and changes in safety regulations.

8. Performs other duties as assigned/required.

Supervision exercised: Asst. Director will assist the Director of Safety & Security with supervising the staff within the Safety & Security Department.

Physical Requirements:

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:	Salary established by the Board of Education.
Evaluation:	Performance of this job will be evaluated in accordance with provisions of Board policy.

Approved 02/10/2025