PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0165
Pay Grade: C10

FLSA: Exempt
Administrative

DIRECTOR, SAFETY AND SECURITY

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in Criminology or a related field and ten (10) years of increasingly responsible experience in law enforcement or a related field. Six (6) years of management or supervisory experience in law enforcement or a public safety setting. Verified executive-level leadership in law enforcement may be substituted for each year of the experience requirement.

PREFERRED:
Master's degree from an accredited college or university in Criminal Justice, Public Administration, or a related field. Verified executive-level leadership experience in law enforcement and/or completion of the FBI National Academy or comparable executive leadership training. Experience working in a public school or district administration, or in a similarly complex, large-scale organization.

MAJOR FUNCTION

Under the direction of the Chief Operations Officer, the Director of Safety and Security is responsible for leading and managing the operations, logistics, and personnel of the Safety and Security Department. This includes strategic oversight of Schools Police, implementation of threat management protocols, and ensuring compliance with all applicable safety regulations. The Director provides leadership to support the safety and security of all district facilities, students, and staff.

The Director serves as the primary liaison to the County Emergency Operations Center (EOC) during emergency-related situations. The Director reports directly to the Superintendent for all emergency incidents and logistical coordination with the Chief Operations Officer and/or Deputy Superintendent.

ESSENTIAL RESPONSIBILITIES

- Leads and monitors departmental operations to ensure alignment with strategic goals and objectives.
- Develops, recommends, and implements policies, procedures, and guidance to enhance districtwide safety and security.
- Interprets and applies local, state, and federal legislation, mandates, and standards to ensure compliance across district programs and services.
- Oversees the security of all school facilities and the development and implementation of crisis management, threat assessment, and site-specific safety plans.
- Establishes and maintains collaborative relationships with internal and external stakeholders to support the effective communication and implementation of safety and security protocols.
- Prepares and distributes internal reports that accurately reflect departmental activities and initiatives.
- Assists schools in reviewing and analyzing district and state assessment data to inform continuous improvement of safety-related programs.
- Directs the operations and personnel of the district's security department, including oversight of all district emergency management plans.
- Develops, implements, and monitors safety training programs for district departments and sites.
- Coordinates safety and security procedures with applicable law enforcement and emergency response agencies.
- Monitors data to assess progress toward meeting state, district, and school safety goals and compliance requirements.
- Provides coordination and site-level support to school and district staff for the successful implementation of safety and security procedures.
- Collaborates with law enforcement to ensure district practices align with local policies, administrative procedures, and public safety standards.

ESSENTIAL RESPONSIBILITIES (CONTINUED)
• Stays current on all relevant laws, regulations, and best practices related to safety and security, and ensures • proper interpretation and implementation by district staff. • Identifies, addresses, and resolves department issues to maintain compliance with all appropriate laws and regulations and implements corrective actions when necessary. • Serves as the state-designated District School Safety Specialist and fulfills all duties associated with the role. • Represents the district at local, state, and national events or meetings as assigned by the Chief Operations Officer. • Develops, prepares, and manages departmental budgets to support efficient operations and resource allocation. • Supervises, evaluates, and provides professional development support for assigned staff. • Performs other related duties as assigned.
TERMS OF EMPLOYMENT
Salary and benefits will be paid consistent with the district's approved compensation plan. The district shall establish the length of the work year and hours of employment. *Performance of the job will be evaluated in accordance with the provisions of the school board's policy on evaluation of personnel.* *The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*
HISTORY OF JOB CLASSIFICATION
ISSUED: 07/08/25 MV; BOARD APPROVED: 07/29/25

DIRECTOR, SAFETY AND SECURITY

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds			X		
2. Lift objects weighing 21 to 50 pounds			X		
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds			X		
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time		X			
12. Stooping and bending			X		
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions			X		
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions		X			
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls		X			
26. Operating automobile, vehicle, or van					X
27. Other physical, mental or visual ability required by the job					X

Director, Safety And Security – Administrative