Columbia Public Schools

Excellence in Education for *All* Students

Job Description

POSITION PROPERTIES

Position Title: Director of Safety and Security
Schedule / Grade: Salaried Support / 8
Job Code: 01DIRCT216
FLSA: Exempt
Calendar: ADSUP-S
Benefits: Eligible (Retirees not Eligible)
Contract Type: ADMIN
Bargaining Unit: None
Revised Date: 10/15/2026

PURPOSE

The Director of Safety and Security is responsible for promoting and maintaining a school climate conducive to meeting the instructional objectives of the school district. This position protects and preserves property as well as enhances the safety and security for students and staff by providing advice, counsel and assistance. This position also organizes and/or conducts safety audits and programs for pupils and personnel.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Monitor and visit district buildings on a consistent basis in order to perform building audits and recommend ways to improve safety and security within and around District buildings.
- Develop and maintain District emergency plans and preparation as well as policies for crisis situations. Create and implement safety and security training programs for employees and evaluate progress on those trainings.
- Research, recommend for purchase, manage two-way radios, fobs, and video and surveillance cameras to ensure effective communication methods are in place to provide a safe environment for the District.
- Aid District personnel in matters concerning the security of students and staff as well as those involving law violations and/or misuse of property.
- Supervise and evaluate the safety and security coordinator team which includes BSSAS.
- Serve as a resource for administrators in meeting the needs of consistently disruptive students.

- Serve as liaison for the District with law enforcement authorities and the juvenile justice system, as well as local, state and national organizations sponsoring safety and security programs.
- Provide data regarding violent or disruptive students.
- Provide Supervision for Weapons Detection.
- Provide Supervision for Visitor Management.
- Investigate incidents related to school property, including abandoned vehicles, stray or dangerous animals on school grounds, false fire alarms, burglary of school property, theft of school property of over $100, fires/arson, etc.
- Investigate incidents related to students, staff and patrons which include hostile behavior, threats (suicide, bomb, death, injury), trespassing, bus accident with or without injuries, arrests (students or employees), safe schools' violations, etc.
- Provide supervision at commencement ceremonies and Board meetings along with other District events as needed.
- Research grant opportunities for school safety programs and remains up to date on federal and state regulations.

Perform other duties as necessary to support the mission and vision of Columbia Public School District.

DISTRICT EXPECTATIONS

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on polices, regulations and values, visit http://www.cpsk12.org.

REPORTING RELATIONSHIPS

Reports To: Chief Schools Officer
Supervises: Exempt and Non-Exempt Safety and Security personnel.

QUALIFICATIONS

Minimum: Previous law enforcement training and experience, including experience in investigative procedures.
Knowledge of operations of local law enforcement agencies, including the juvenile justice system.
Have a general knowledge of public-school objectives.
Must be capable of working cooperatively with students from diverse backgrounds, parents, and professional staff.
Must be or have been in good standing with law enforcement agencies with all rights and responsibilities of an active office.
Ability to pass a post offer physical is required.

Qualify in firearms with CPD or a recognized Law Enforcement Agency.

Preferred: College graduate; 15 years of aggregate service and a photo id from an issuing agency. Retired peace officer (retired in good standing from service with a public agency as peace officer)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Language: Respond to questions and concerns. Interview students, staff, administrators, and teachers as appropriate. Read, analyze, and interpret professional journals, memoranda, Board policies, administrative procedures, and statutes. Keep information confidential when required by law, policy, or the nature of a particular situation. These are essential functions of the job.

Computation: Work with mathematical concepts, such as probability and statistical inference, and analyze data. Apply concepts such as fractions, percentages, ratios and proportions to practical situations. These are essential functions of the job.

Reasoning: Define problems, collect data, establish facts, and draw valid conclusions. Solve a variety of problems in many different situations. Interpret instructions presented in written, oral, diagram or schedule form. Demonstrate executive functions such as planning, organizing, remembering, and regulating information and behavior as they pertain to student performance and achievement. Perform multiple tasks simultaneously. These are essential functions of the job.

Technology: Access and create reports using the District's student information software and databases. Access and present information from online sources. Adhere to all District policies and procedures regarding technology usage. These are essential functions of the job.

Other Skills and Abilities: Demonstrate outstanding verbal and nonverbal communication skills. Demonstrate outstanding listening skills. Communicate 1-on-1 and in small groups. Establish and maintain positive relationships with students, staff, and building patrons while maintaining appropriate professional boundaries. Identify needs and abilities of individual students. Recognize and de-escalate conflict among students, staff, and/or building patrons. These are essential functions of the job.

Physical Demands: An individual who holds this position must frequently move in and around the building/grounds to interact with students and staff. The selected applicant must be able to walk long distances. The position requires the ability to hear conversations in a noisy

environment. The selected applicant will frequently stand, stoop, bend and kneel. The selected applicant must have the ability to physically separate people who are in conflict situations. Students' size and weight will vary based on age and grade level. The selected applicant must have the ability to quickly follow/catch up to a mobile student and redirect the student back to the appropriate class or activity. The selected applicant must have both close and distance vision. These are essential functions of the job.

Attendance: Consistent and regular attendance is an essential function of this position. The individual who holds this position will be expected to attend regular meetings and events during evening and/or weekend hours (examples include sporting events and committee meetings). These are essential functions of the job.

Environmental conditions: The work environment is consistent with a typical school environment, which is noisy and active. The individual who holds this position will occasionally be required to be outside in temperatures below freezing and above 100 degrees. The individual who holds this position is frequently required to work irregular or extended hours. These are essential functions of the job.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

Equal Opportunity Employer