Director of School Safety & Security

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for directing, planning, and implementing a comprehensive security and emergency preparedness program for a school district. Incumbents work with district administrators and personnel to examine school safety procedures and identify concerns. Work is performed with considerable leeway for exercising independent judgment in implementing the general policies and objectives of the security and emergency preparedness program. General supervision may be exercised over the work of school building security personnel. Does related work as required.

EXAMPLES OF WORK:

- Oversees, coordinates and directs the planning, development and implementation of a security program within a school district;
- Assists in the training and evaluation of subordinate security personnel;
- Attends meetings, conferences, and workshops related to emergency management to learn new information and to develop working relationships with other emergency management specialists;
- Assists in developing and managing the security and emergency management budget;
- Determines and communicates security policies and procedures by studying organization operations and schedules;
- Establishes internal controls; conducts inspections as appropriate; reports potential hazards to appropriate departments;
- Creates and updates School Board policies and Standard Operating Procedures, safety and security manuals;
- Coordinates and conducts training sessions for, staff, parents and students.
- Provides training and professional development to district stakeholders
- Coordinates the district’s emergency response team known as A.L.E.R.T
- Coordinates with administration, public relations, first responders, and other appropriate personnel working within the National Incident Management System
- Conducts investigations as directed.
- Coordinates school safety compliance with federal, state and local regulations by studying existing and new requirements and overseeing and enforcing school-wide adherence to requirements.
- Coordinate the preparation of local, state and federal reports relative to areas of responsibilities.
- Assist with developing and coordinating cooperative agreements, interagency agreements, and contracts with other agencies.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles, practices and tools of a modern safety and security program related to an educational facility; thorough knowledge of applicable Federal, State and local security and safety regulations; thorough knowledge of investigative techniques as applied to a school safety and security function; thorough knowledge of proper negotiating techniques in crisis situations; working knowledge of local fire, health, drug and law enforcement objectives and functions; analytical ability;
ability to evaluate, develop and monitor school safety and security regulations and policies; ability to develop and conduct safety-related training; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships; supervisory ability; ability to conduct tours of school facilities; thorough judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either;

A. Bachelor’s degree in Criminal Justice; Business Administration, Emergency Management or closely related field; and four (4) years’ experience in security, law enforcement or emergency management. Or;

B. Associate degree Criminal Justice; Business Administration, Emergency Management or closely related field; and five (5) years’ experience in security, law enforcement or emergency management. Or;

C. Graduation from high school, or possession of a high school diploma and eight (8) years’ experience in security, law enforcement or emergency management.

**SPECIAL REQUIREMENT:**

- Must possess at time of appointment (and maintain throughout employment), a current identification card reflecting registration by the State of New York, Division of Licensing Services, as a Security Guard.

**NOTE:** Active duty police officers in New York State are exempt from the Special Requirement. However, police officers separated from service (i.e. retired) are considered civilians and must register as a security guard and complete all training.