

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: DIRECTOR – SECURITY AND SCHOOL SAFETY

GENERAL STATEMENT OF JOB

Under limited supervision, performs supervisory and 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 program, which includes working with local law enforcement agencies to monitor and coordinate the school resource officer program. Employee works extensively with cabinet, school administrators and community on all areas of school safety. Work also involves implementing training programs pertaining to matters of safety and security for site-based administrators and helps to develop and monitor school safety area of the school improvement plans. Employee represents the school district and communicates with the media on school safety matters. Reports to the Executive Director of Emergency Management, Safety & Security.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Coordinates a comprehensive security/school safety program.

Serves as a liaison with local law enforcement agencies to monitor the daily operation of the School Resource Officer (SRO) program and other law enforcement issues on the school campuses.

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

Assists in the development and implementation of security plans for special events involving the school facilities within the jurisdiction of Guilford County Schools.

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

Advises and assists site-based administrators in matters involving criminal activities on school campuses.

Participates in the development and maintenance of a District level Crisis Response Plan.

Assists/advises in the development of crisis management/emergency response plans as part of each school's safety plan.

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

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Coordinates with site-based administrators, Maintenance and Facilities Sections to address and correct safety/security issues on school campuses.

Prepares memos, reports, drawings, etc. related to safety and traffic issues on school campuses and forwards those to Maintenance, Facilities or other appropriate locations.

Serves as a liaison with other agencies such as local and state Departments of Transportation, NC Department of Public Instruction, Center for Prevention of School Violence, and others to provide resources and information related to school safety.

Receives all reports of school crime from site-based administrators and/or School Resource Offices and maintains statistics regarding this information.

Directs the District's effort to collect and compile the required annual school crime report to the NC Department of Public Instruction in an accurate and timely manner.

Provides periodic reports to the Superintendent and the School Board on matters pertaining to school safety.

Takes a lead role in the continuing development of software related to reporting and analyzing school crime incidents.

Serves as a member and advisor to the GCS Safe Schools Committee to develop and revise the District's Safe School Plan.

Communicates with the media on matters involving school safety.

Communicates with other school systems on matters related to school safety.

Performs basic personnel administration duties, including hiring, orienting new staff, assigning work, scheduling, disciplining, evaluating, and granting leave; prepares program budget and related reports; monitors expenditures.

Participates in the National Association of School Resource Officers, NC Association of School Resource Officers and other professional organizations as well as various committees related to school safety.

Works directly with local law enforcement agencies during critical incident situations and follow-up.

Implements training programs pertaining to matters of safety and security for site-based administrators and bus supervisors.

Receives all reports of criminal incidents occurring on school property and maintains statistics regarding this information.

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Works with school safety committee and community safety initiatives.

ADDITIONAL JOB FUNCTIONS

Delivers public speeches on school safety.

Attends PTA, school board, and various other community meetings as necessary

Represents Guilford County Schools in matters of security/school safety through state and national organizations.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in a related field and at least 8 years of law enforcement or related 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.

SPECIAL REQUIRMENTS

Must possess a valid North Carolina driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers, copiers, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 20 pounds of force occasionally, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects, including the human body. Light work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to assistants or subordinates.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, etc. Requires the ability to prepare correspondence, reports, forms, records, performance appraisals, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

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Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instruction in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including legal terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the theories of descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communications: Requires the ability to talk and hear: (Talking; expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of state and local policies and procedures regarding the administration of security/school safety programs.

Considerable knowledge of applicable laws and regulations.

Considerable knowledge of the current literature, trends, methods and developments in the areas of security and school safety.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

General knowledge of the principles of supervision, organization and administration.

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Ability to effectively present information to management, public groups, and/or boards.

Ability to evaluate the effectiveness of programs and make recommendations for improvements.

Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance.

Ability to maintain complete and accurate records and to develop meaningful reports from them.

Ability to effectively express ideas orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.