



## Park Hill School District

### Position Description

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**POSITION TITLE:** Director of Safety and Security

**F.L.S.A.:** Exempt

**QUALIFICATIONS:**

- Bachelor's degree in job-related area
- Previous experience
- CPR/First Aid Certificate
- Required to work some evenings/weekends

**REPORTS TO:** Executive Director for Quality and Evaluation

**MAJOR POLICY RESPONSIBILITIES:**

Developing, implementing and managing programs designed to provide a safe and secure environment for students, staff, parents, and visitors. Responsible for coordinating a comprehensive school safety program, which includes proactively working with law enforcement agencies and district personnel, scheduling work assignments within established timeframes and standards, and addressing emergency situations as outlined in district and building safety plans.

**ESSENTIAL JOB FUNCTIONS:**

1. Coordinates a comprehensive school safety and security plan consisting of policy development, program implementation, physical environment monitoring, prevention and intervention programs and services, and emergency crisis management planning.
2. Oversees the evaluation of the District Safety and Security Program.
3. 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.
4. Revise, implement, maintain the district's emergency preparedness plans and emergency drill schedule to ensure compliancy or to exceed regulatory requirements, to include violence prevention and program and other services related to school climate.

5. Communicates with administrators, personnel and outside organizations and agencies for the purpose of coordinating activities, resolving issues and conflicts and exchanging information.
6. Compiles data from a wide variety of sources for the purpose of analyzing issues, ensuring compliance with established policies and procedures, and/or monitoring program components.
7. Works with district administration to complete inspections and systematic audits of facilities through a developed safety and security check.
8. Works with district administration to coordinate and evaluate the purchase of safety and security equipment, supplies and services.
9. Interacts with students for the purpose of educating students about safe practices and encouraging overall healthy living.
10. Facilitates meetings or serves as chairperson on committees that may frequently involve a range of issues for the purpose of identifying appropriate actions, developing recommendations, supporting other staff, and serving as a district representative.
11. Performs personnel administrative functions for the purpose of maintaining adequate staffing, enhancing productivity of personnel and ensuring department/program outcomes are achieved.
12. Provides training and represents information on a variety of topics related to administrative responsibilities.
13. Supervises and trains internal supervision and security staff in all job related activities for the purpose of ensuring the safety of school personnel and property.
14. Advises and assists administrators in matters involving criminal activities in on school campuses.
15. Coordinates and records chemical information for all materials stored and used in district facilities or on district grounds.
16. Participate in professional organizations as well as various committees related to school safety and security.
17. Works directly with local law enforcement agencies during critical incident situations and follow-up.