

## DIRECTOR OF SECURITY

GENERAL STATEMENT OF DUTIES: Directs, plans and implements a comprehensive security and emergency preparedness program for a school district, does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the School Business Manager or other school district official, the incumbent of this position is responsible for planning, directing and implementing a district wide, as well as individual school building, security and emergency preparedness program. 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.

### EXAMPLES OF WORK: (Illustrative Only)

Plans, develops and implements security and emergency planning procedures in accordance with Project SAVE and Homeland Security legislation on a district wide basis and well as for individual school buildings;

Oversees, coordinates and directs the planning, development and implementation of a security program, including entry systems, camera monitors, building access/egress, etc.;

Assists and trains school district personnel in accordance with Right to Know Hazardous Communication Standards, Asbestos Hazard Emergency Response provisions, disaster preparedness, etc.;

Develops and administers organizational and administrative procedures designed to maintain program activities on an efficient and effective basis;

Assists school administrators and law enforcement officials in the conduct of investigations;

Assists in the recruitment, training and evaluation of subordinate security related personnel, i.e., Security Aides, School Monitors, etc.;

Assists in the investigation of all incidents on school property involving school personnel, students or the general public;

Plans and directs a regular program of security and loss prevention inspections of school property;

Maintains effective working relationships with school personnel, law enforcement agencies and the general public;

Reviews and keeps abreast of federal, state and local policies, rules and laws which may affect the security or emergency preparedness program;

EXAMPLES OF WORK (Illustrative Only) (continued)

Ensures compliance with federal, state and local laws, rules and regulations regarding school property and facilities;

Prepares reports in matters relating to security and loss prevention;

Establishes and interprets policies and procedures for all activities undertaken by school security personnel;

Recommends to building administration and/or the Board of Education security equipment, monitoring systems, and security check point access and egress;

Uses computer applications such as spreadsheets, word processing, e-mail, calendar or database software.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern principles and practices of security, law enforcement and loss prevention; good knowledge of laws, rules and regulations governing actions on school property; good knowledge of the principles, practices and techniques of administrative supervision; good knowledge of the proper methods and procedures used in making investigations, analyzing, finding and implementing corrective action; knowledge of the principles and practices of supervision and management; ability to establish and maintain effective working relationships with school district officials, building administrators, district employees, students, and the general public; ability to instruct and direct subordinates in security and loss prevention procedures; ability to communicate effectively both orally and in writing; ability to deal courteously and tactfully with the public in enforcing laws or rules; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; tact; resourcefulness; initiative; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a Bachelor's Degree in criminal justice, police science or closely related field which would prepare individuals for work in the field of law enforcement and two years of work experience in law enforcement; or (b); a Bachelor's degree and three years of work experience in law enforcement; or (c) a Bachelor's Degree and three years of work experience where the primary function of the position was the design or layout of security systems; or (d) possession of a certification as a Certified Protection Professional (CPP); or (e) a satisfactory equivalent of the forgoing training and experience.