

Director of School Safety and Security

Purpose Statement

Maintains a safe and secure environment for students, employees and visitors by helping to develop, establish and enforce safety and security policies, access control procedures, accident prevention efforts, support risk management efforts, fire safety, emergency management, asset protection, parking control and traffic enforcement programs.

This job reports to the Superintendent of Schools and/ Business Manager.

Essential Functions

- Determines and communicates security policies and procedures by studying the 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.
- Secures facilities, equipment, students and personnel by working in conjunction with the appropriate District departments in recommending safety and security equipment purchases and upgrades; maintaining records of fire and other emergency drills and conducting drills when appropriate; supervising and maintaining access control and key distribution;
- Conducts and coordinates safety, security and emergency preparedness training by developing, scheduling and/or facilitating training for staff, students and public safety officials relating to school safety, security and emergency preparedness. Provide oversight, evaluation and documentation for safety, security and emergency preparedness training.
- Conducts safety, security and emergency preparedness assessments by conducting and/or coordinating annual safety, security and emergency preparedness assessments of all school and support facilities.
- Conducts safety and security planning with school resource officer (SRO) Personnel, local government planners and first responders.
- Provide oversight, documentation and coordination of approval of school volunteers to include background check and clearance.
- 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.
- Coordinates with administration, public relations, first responders, and other appropriate personnel working within the Lackawanna Emergency Management Team.
- Conducts investigations as directed by Superintendent or his/her designee
- Works with appropriate departments to meet operational security needs within budget; works with Finance, Facilities and Maintenance departments for capital improvements as needed; schedules expenditures.

- Contributes to team effort by integrating safety, security and emergency preparedness measures into the organization's daily practices in a manner supportive of other departments and functions.
- Works to support the efforts of County Risk Management by reducing the likelihood of safety incidents. Accomplishing related results as needed.
- Coordinates safety planning and practice to support academic processes of each school by creatively implementing best practices in safety, security and emergency preparedness with proper adaptation to the environment, creativity and innovation so the process of education can be enhanced rather than impeded by safety efforts.
- Performs other related duties as assigned by the Superintendent or designee for the purpose of ensuring the efficient and effective functioning of the District.

Job Requirements: Minimum Qualifications:

As a high quality public educational institution, the Carbondale Area School District seeks an individual who has significantly demonstrated professional work experience on at least one of the primary fields relating to this position:

- Law enforcement
- Security
- Risk management
- Emergency management

The successful candidate will need to develop expertise in each of these areas to fulfill the vision for the District's safety and security program.

This position requires a high degree of diplomacy, flexibility and adaptability. Applicant must have good communication skills, both written and verbal. The district seeks a safety professional who is a patient, effective and clear communicator with demonstrated problem solving skills.

The successful candidate must continue and improve the District's ongoing commitment to the safety of students, staff and visitors while fostering a creative, warm, caring and effective learning environment.

Working Environment:

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; driving, and significant fine finger dexterity. Generally the job requires 25% sitting, 25% walking, and 50% standing. The job is performed under typical temperature variations and in a generally hazard free environment.

Experience Job related experience within related field is required.

Preferred Education/Training

- Approved Police Academy or equivalent
- Tactical Response Training
- Emergency Management Certification
- Hazard Mitigation & Prevention

- FBI National Academy Program, advanced police management program, Emergency Management
- Institute, security training programs or other comparable training programs.
- Undergraduate degree

Supervisory Responsibilities:

- All District SRO's
- District Hall/Cafeteria Monitors