

ASSOCIATE DIRECTOR OF SAFETY AND SECURITY

- TITLE:** Associate Director of Safety and Security
- REPORTS TO:** Superintendent's Designee
- SUPERVISES:** N/A
- JOB FUNCTION:** The Associate Director of Safety and Security will work with district and school personnel in the areas of safety, security and emergency planning for school sites and offices. Essential duties will be the coordination, development, promotion and implementation of safety, security practices and emergency preparedness to protect students, faculty, staff and the public.

MEASURES OF SUCCESS:

- All safety equipment and procedures are working properly through performing internal security audits on district facilities.
- Metal detector screening processes are effective as indicated by monthly audits at schools.
- All emergency response drills are completed and reported timely as indicated by monthly audits.

DUTIES AND RESPONSIBILITIES:

- Creates and or implements security standards, policies, and procedures. Coordinates security efforts to assure physical protection in the form of metal detectors, door hardware, surveillance cameras, intrusion alarms and the like are in place as needed.
- Plans, examines, analyzes, evaluates and supervises security operations, inclusive of physical security and contract security personnel. Plans security for special and high-risk events.
- Completes regular security inspections of district facilities to evaluate screening processes, security alarms, exit doors, camera systems, classrooms, common areas, exterior walkways, sports facilities, perimeter fences and gates. Submits work-orders as needed for repairs.
- Establishes and maintains a safety/security culture and develops and implements policies, procedures and best practices related to physical security.
- Assists in developing budgets for security operations.
- Conducts and documents regular security meetings and trainings with various stakeholders. Must write and or review security-related documents to include incident reports, proposals, and tactical or strategic initiatives.

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- Monitors security policies, programs or procedures to ensure compliance with internal security policies and or objectives. Prepares reports and make presentations on internal investigations, losses, or violations of regulations, policies and procedures.
- Analyzes and evaluates security operations to identify risks or opportunities for improvement. Identifies, investigates and or resolves security breaches. Collects and analyzes security data to determine security needs, establishes security program goals and program accomplishments.
- Assists in administering emergency management programs and activities associated with preparation for, response to, and recovery from natural or manmade disasters or emergencies.
- Provides training to staff on approved district emergency protocols. Organizes regular disaster exercises and drills to evaluate local and district emergency response plans. Ensures that all district emergency teams are in compliance and “response ready” according to district procedures.
- Reviews and approves school emergency response plans, works collaboratively with FCPS Police, first responders, district administrators, and other stakeholders to facilitate any necessary revisions or modifications to the district’s emergency management plan. Maintains and updates all resource materials associated with emergency preparedness plans.
- Cooperates with federal, state, district and local law enforcement, emergency management, and/or other agencies as necessary to develop an operational plan for using suitable district schools as temporary emergency shelters for community support after a natural disaster.
- Designs and administers emergency and disaster preparedness training courses, materials, and plans to train district administrators, building managers, support staff and contractors.
- Identifies necessary equipment for responding to emergencies. Determines equipment placement, inventory, maintenance, and testing. Provides instruction on equipment maintenance and use.
- Demonstrates the ability to communicate in more than one language or the willingness to learn to communicate in more than one language at the novice level of proficiency.
- Maintains regular attendance.
- Performs other duties as assigned.

KNOWLEDGE AND ABILITIES:

- Proven leadership ability with excellent interpersonal skills.
- Excellent written and verbal communications.
- Strong analytic and systems thinking necessary to interpret data to inform goals and strategy.
- Expert in conducting physical security risk assessments.
- Experience managing physical security integration and budgets
- Knowledge of CCTV, access control systems and guard management.

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- Emergency Management skills and experience.
- Knowledge of public school landscapes; policies and procedures, goals and objectives, organizational structure and functions, and negotiated contracts.
- Knowledge of the fundamental principles and accepted practices, current trends, literature, research, federal, state and local policies, rules, laws, regulations and legislation in the areas of physical security and emergency preparedness in school settings.
- Knowledge of principles, practices, purposes, scopes, and techniques of various phases of disaster planning and plan writing in the education environment.
- Ability to build effective working relationships with senior level district staff and colleagues and facilitate group processes, including consensus building and conflict resolution.
- Experience effectively working and communicating with individuals from diverse backgrounds (racial, ethnic, linguistic, disability, socioeconomic, etc.).

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

EDUCATION AND EXPERIENCE:

- Bachelor's Degree from an accredited college or university in security, emergency management, safety, homeland security, public administration or a related field

LICENSES AND OTHER REQUIREMENTS:

- Professional Designation as an Associate Protection Professional (APP), Physical Security Professional (PSP) and or Certified Protection Professional (CPP) (Preferred)
- Emergency Management Certification (Preferred)

Original Date: 12.2018