

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

DIRECTOR, SCHOOL SAFETY AND SECURITY

QUALIFICATIONS:

- (1) Master's Degree in Educational Administration and Supervision or Educational Leadership.
- (2) Minimum of five (5) years in a public school system.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of school law, Department of Education rules, and School Board rules and regulations. Demonstrated skills in planning, research, and management. Ability to communicate effectively with school personnel, parents, law enforcement, various community agencies and members of the community.

REPORTS TO:

Superintendent

JOB GOAL

To provide for the security and protection of all students, staff, and property. To develop programs and provide services which will promote a safe and orderly environment for all students in school and on school buses to help ensure an educational experience of the highest quality.

SUPERVISES:

Administrative Assistant
Transportation Staff
Truant/Attendance Officers
Support Staff

PERFORMANCE RESPONSIBILITIES:

- * (1) Evaluate the district's security program on a continuing basis and recommend changes or draft plans as necessary.
- * (2) Coordinate the preparation of local, state and federal reports relative to areas of responsibilities.
- * (3) Assist with developing and coordinating cooperative agreements, interagency agreements, and contracts with other agencies.
- * (4) Serve as the district's emergency control officer, developing procedures and protocols to deal with emergencies and maintaining an emergency management plan.
- * (5) Act as a liaison with public safety authorities and school resource officers on all matters affecting school security.
- * (6) Coordinate any special security needs deemed necessary for school system meetings or activities.
- * (7) Work with administrators, faculty, staff and students at each school to ensure proper security and safety measures are implemented as related to students, employees, facilities, and property.
- * (8) Develop and implement prevention strategies in an effort to minimize the likelihood of school violence,
- * (9) Develop and coordinate an ongoing staff development program for employees who have security responsibilities.
- (10) Supervise and coordinate the staff and Drug Free Schools Project.
- (11) Review Board policies and make recommendations regarding school safety and security.
- (12) Maintain information on Best Practices relative to school safety and security.
- (13) Maintain current data on juveniles involved in the criminal and juvenile justice system and assure that proper notification to school personnel is made as prescribed by Florida Statute.
- * (14) Oversee and coordinate the school volunteer program.
- (15) Assist with supervision and administration of the District-wide transportation program.
- * (16) Participate in training programs to increase individual skill and proficiency related to school safety, security, and transportation.
- * (17) Conduct presentations to various community groups and organizations relative to school safety and security.
- * (18) Prepare and administer the department budget.
- (19) Perform other duties as assigned by the Superintendent.

DIRECTOR OF SCHOOL SAFETY AND SECURITY con't

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 2

SALARY LOCATOR: Support Personnel Salary Schedule 4