

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

DIRECTOR OF SAFETY, SECURITY & EMERGENCY MANAGEMENT/SCHOOL SAFETY SPECIALIST

SALARY SCHEDULE: ADMINISTRATIVE – C

COST CENTER: SAFETY, SECURITY & EMERGENCY MANAGEMENT (9035)

QUALIFICATIONS:

- (1) Bachelor’s degree from a four-year college or university, master’s degree preferred.
(2) Minimum of ten (10) years’ experience in school safety and security or related best practices.
(3) Minimum of three (3) years’ successful experience as an administrator.
(4) Knowledge of safety and law enforcement policies and procedures, crime prevention, investigations, public safety training, life safety programs, and emergency management operations.
(5) Minimum of six (6) years of successful management experience in the field of safety and security.
(6) Demonstrated ability to successfully assess and apply best practices and current technologies in safety and security.
(7) Shall acquire the “School Safety Specialist” certification within 1 year of hire per Florida State Statute

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to read, analyze, and interpret periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from top management, public groups, and/or school board members. Ability to define problems, collect data, establish facts, and draw valid conclusions. Knowledge of Florida State Statutes and School Law. Ability to coordinate and work with diverse representatives of the community. Knowledgeable of statutory and regulatory and technical requirements in areas of responsibility. Ability to supervise people. Ability to make decisions based on relevant information. Ability to balance several job functions at one time. The ability to work cooperatively with other District departments and outside agencies. Proficient in emergency management/crisis planning principles, security intrusion systems, security camera systems, central station alarm automation systems, access control systems, intercom/lockdown notification systems, and two-way radio systems. Ability to organize and prioritize activities. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Executive Director, Safety, Security & Emergency Management

JOB GOAL

To ensure a safe and secure environment for all District students, staff, and visitors and to ensure the school district is prepared to mitigate security risks and effectively respond to all emergencies that might affect safety or security of students and staff. To provide for the safety and security and assist in providing services that protect students, staff, and District property. To develop and maintain systems and programs that mitigate risks and delivers enterprise-wide value through security. To provide technical oversight of integrated security system solutions, crisis management, and technical support for the District.

SUPERVISES:

- Safety and Security Coordinators
Campus Security Aides
Security Analysts
Central Security Monitors

**DIRECTOR OF SAFETY, SECURITY & EMERGENCY MANAGEMENT/SCHOOL SAFETY
SPECIALIST (Continued)**

Background and Fingerprinting Specialist
Background and Fingerprinting Specialist Coordinator
Inventory Control Technician
Inventory Accountant
Other staff as assigned

PERFORMANCE RESPONSIBILITIES:

- * (1) Determines and communicates security policies and procedures by studying organization operations, establishes internal controls, reports potential hazards to appropriate departments, and recommends updates to School Board policies and Standard Operating Procedures.
- * (2) Coordinates the development and implementation of procedures and procedural manuals/documentation to ensure a safe environment.
- * (3) Provides direct assistance to principals and building administrators to enhance safety and security at school sites and other sites in the district.
- * (4) Serves as liaison between the school district and local law enforcement, emergency management agencies, public safety communication officials, fire departments, and the Regional State Working Group in conjunction with the Department of Homeland Security.
- * (5) Assists the Executive Staff to develop and oversee the District's capital budget associated with security services and functions.
- * (6) Serves as the primary Emergency Management official for the school district.
- * (7) Responsible for all security operations and service levels for all security alarm systems (fire, intrusion, hold-up, freezers, coolers) central station alarm monitoring, and dispatch services.
- * (8) Responsible for developing and implementing standards, procedures, and processes for school and district-level crisis response plans, serving as backup emergency operations official for the District.
- * (9) Responsible for all duties related to School Safety Specialist per Florida State Statute.
- * (10) Responsible for reporting through the Florida Safe Schools Portal the Florida Safe Schools Assessment Tool for all District public and charter schools.
- * (11) Responsible for reporting district-wide threat assessment data to the Office of Safe Schools through the Florida Safe Schools Portal.
- * (12) Responsible for district-wide implementation of FortifyFL and Allyssa's Alert.
- * (13) Responsible for the management and implementation of the district-wide threat assessment software and programs
- * (14) Responsible for the implementation of the youth mental health training program required by State Statute for all district employees
- * (15) Shall be able to present directly to the School Board on the Florida Safe School Assessment Tool findings as required by State Statute
- * (16) Responsible for formulating district policy on school security, SESIR, Threat Assessment, district and charter school safety compliance, and emergency management matters.
- * (17) Responsible for all employee, substitute employee, contractor, student, and visitor identification systems district-wide
- * (18) Responsible for the day-to-day operations and technical support of all school and district (inter-governmental) two-way radio system operations.
- * (19) Oversees and coordinates the Operations & Communications Center and its 24/7/365 staffing and technical operations.
- * (20) Serves as the backup to the Executive Director of Safety, Security & Emergency Management in his/her absence and acts as a liaison with public safety authorities and school resource officers on all matters affecting school security.
- * (21) Coordinate with the Emergency Operations Center personnel emergency shelter operations.
- * (22) Work in collaboration with and a professional relationship with the County's 911 Communications Center and the Office of Public Safety Communications.

**DIRECTOR OF SAFETY, SECURITY & EMERGENCY MANAGEMENT/SCHOOL SAFETY
SPECIALIST (Continued)**

- *(23) Ensure compliance with all school safety laws, rules, and regulations for all traditional and public charter schools
- *(24) Coordinates safety and security grants and alternative funding resources.
- *(25) Ensures all incidents, work orders, and service requests are completed, documented, and communicated in a professional and timely manner.
- *(26) Reviews vendor services as they apply to the production environment.
- *(27) Disseminate information and current research to appropriate personnel.
- *(28) Keep well informed about current trends and best practices in areas of responsibility.
- *(29) Assist with developing and coordinating cooperative agreements, interagency agreements, and contract with other agencies.
- *(30) Manages project timelines so strategic milestones are achieved.
- *(31) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- *(32) Attend training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
- *(33) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action to include mentoring and coaching so each staff member can reach individual goals.
- *(34) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- *(35) Serve on District, state, or community councils or committees as assigned or appropriate.
- *(36) Provide leadership and guidance in the development of annual goals and objectives for assigned department or programs.
- *(37) Perform other incidental tasks consistent with the goals and objectives of this position.
- *(38) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.
- (39) Sustained focus and attention to detail for extended periods.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up-to 50 pounds of force frequently and/or up-to 20 pounds of force 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.

Job Description Supplement No. 10

*Essential Performance Responsibilities