

JOB TITLE: Director of Safety

STATUS: Exempt

REPORTS TO: Associate Superintendent for Accountability and Compliance

TERMS: 240 Days

DEPARTMENT: Accountability and Compliance

PAY RATE: A05

Primary Purpose:

Provide overall Emergency Management and Security for the school community; develop and direct security plans and safety programs for the district including multi-hazard emergency planning, preparation, response and recovery.

Qualifications:

Education/Certification:

Bachelor's Degree Required

Master's Degree Preferred

Training or certification in school safety & security, emergency services, and/or emergency management preferred

Special Knowledge/Skills:

- I Love You Guys Standard Response Protocol Training
- National Incident Management System and Incident Command System Certification
- Knowledge of Chapter 37 of the Texas Education Code
- Working knowledge of emergency management/emergency preparedness methodology preferably in a public school district or other governmental entity
- Ability to implement policy and procedure
- Working knowledge of security-related technology
- Strong organizational, communication, public relations and interpersonal skills
- Exceptional work ethic, self-initiative and attention to detail
- Accomplished in developing and providing presentations and training to small and large groups
- Excellent judgment and the ability to make sound, reasonable decisions while under pressure

Experience:

Minimum 3 years of successful administrative experience in a public school system or an equivalent amount of safety experience in the private sector or public entity

All qualifications can be waived if deemed in the best interest of the district.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Monitor, review, and regularly update District and campus emergency operations plans
2. Develop, implement, and facilitate emergency management training for campus and ancillary staff
3. Coordinate state-mandated safety and security audits of campuses and other District facilities in compliance with the guidelines of Texas School Safety Center
4. Collaborate with the School Safety and Security Committee to ensure all phases of emergency management systems are in place
5. Assist with the development and coordination of drills and tabletop exercises with campuses and outside agencies to test emergency readiness of various District components
6. Prepare reports concerning regular tests of emergency equipment and emergency procedures drills
7. Evaluate and make recommendations for placement of features of security systems hardware and software for the district
8. Ensure effective implementation of the NIMS and Incident Command System
9. Develop policies and procedures that promote a safe environment and enable school staff to respond appropriately in a crisis situation
10. Attend training to maintain proficiency and knowledge of state/federal law and emerging practices related to safety, security, emergency planning/preparedness, response and recovery
11. Serve in an advisory capacity to Cabinet on safety trends and crisis protocols
12. Collaboratively implement the metal detector screening program, reunification system, CrisisGo, and other district safety measures
13. Provide leadership and strategic direction related to safety protocols in accordance with the mission, vision, and values of the district
14. Attend meetings of various District stakeholders and deliver presentations concerning District safety and security efforts
15. Provide consultation for principals and other district administrators related to safety
16. Effectively coordinate and implement safety related grants
17. Fosters a collaborative environment that supports partnerships with first responders, community members, and district personnel through shared goals
18. Perform other duties assigned by Associate Superintendents

EQUIPMENT USED

Medical equipment, computer, IPAD, Promethean board, copy machine, printer, fax machine, telephone, calculator, and hand-hand radio

WORKING CONDITIONS

Mental Demands:

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; maintain emotional control under stress

Physical Demands/Environmental Factors:

Frequent interruptions, prolonged sitting and repetitive hand motions working with computer

Frequently required to meet deadlines with severe time constraints

Frequently required to work irregular days and/or extended work hours

Frequent district-wide and state-wide travel

Walking, Bending, Lifting



I have read and understand the responsibilities and duties required for this position as outlined above.

Printed Name

Signature

Date