JOB DESCRIPTION

TITLE: Executive Director of Safety & Security  
GRADE: 140

DIVISION: Operations  
WORK DAYS: 262 days

DEPARTMENT: Safety & Security  
FLSA STATUS: Exempt

REPORTS TO: Chief Operations Officer  
EMPLOYMENT CATEGORY: At Will

POSITION SUMMARY
The Executive Director of Safety and Security will provide strategic direction and leadership for the overall administration and coordination of the Safety and Security program for the District including security, public safety, and emergency.

MINIMUM REQUIREMENTS

EDUCATION:
Master’s Degree in Public or Business Public Administration, Criminal Justice, Sociology, Education or other related field. In lieu of Master’s Degree, will consider a Bachelor’s Degree in Criminal Justice, Public or Business Administration, Education with a minimum of 10 years mid to senior level experience working in a related field.

CERTIFICATION/LICENSE:
Valid Georgia Driver’s License required
Peace Officer Standards and Training Certification (P.O.S.T.) desired.

WORK EXPERIENCE:
Minimum of 7 years of supervisory and/or administrative experience and 3 additional years of experience in school leadership, campus security, emergency management, and/or law enforcement required; Experience in an educational organization preferred.

KNOWLEDGE, SKILLS, & ABILITIES:
Knowledge of law enforcement policies and procedures, crime prevention, investigations, public safety training, life safety programs and operations
Ability to train, plan and implement the Incident Command System
Ability to understand the key roles associated with the Incident Command System
Ability to relate to a wide variety of people and to observe, listen, motivate, and provide leadership which results in the best environment
Strong decision-making ability, budget experience, proven performance and resource management skills
Ability to effectively lead, organize, and direct the work of others
Demonstrated ability to design and implement short and long range objectives
Ability to make recommendations on various topics, detailed, controversial, simple, or complex
Ability to develop, implement, monitor, and evaluate program goals and initiatives
Ability to exercise strict confidence in handling sensitive information
Ability to manage critical incidents successfully
Must be skilled in collaborative leadership of individuals and groups
Excellent communication skills, both written and verbal including the ability to effectively communicate during crisis situations
Experience working and leading in a K-12 school environment
## ESSENTIAL DUTIES

1. Set overall strategic direction of the department and develop/implement long range goals and objectives.
2. Monitor the implementation of the district’s school safety plan program to comply with State of Georgia Standards.
3. Represent the district at various functions such as presenting at civic and business associations, meeting with influential persons within the community, officials, citizens, and representatives of the press, to establish goodwill and resolve and respond to issues.
4. Provide security training for all levels and departments.
5. Serve as a central resource internally and externally in response to security, safety concerns or questions.
6. Make data-based decisions about how to organize and strategically align department and District resources to maximize safety of students, staff, and the school communities.
7. Develop and continuously improve policies and protocols to support emergency response and a safe school climate.
8. Continuously evaluate department performance relative to strategic goals and objectives and report regularly on progress to learning communities, the Chief Operations Officer and other key stakeholders.
9. Lead and evaluate all safety and security department activities and initiatives.
10. Build processes that use data to evaluate safety effectiveness and drive results aligned to safety and security priorities.
11. Develop and administer the budget for the department.
12. Ensure compliance to Local, State, and Federal mandates relative to school safety programs and reporting.
13. Plan, develop, recommend, implement, and evaluate policies, procedures, and programs related to safety practices in schools and system facilities.
15. Proactively engage school communities in developing safety priorities, defining roles and responsibilities, building capability, and creating systems of accountability to ensure a safe and effective school climate.
16. Collaborate with internal and external personnel in planning a standardized response to critical incidents using the Incident Command System model.
17. Interact and develop collaborative relationships with local and state law enforcement and safety agencies.
18. Work with Capital Program and other District staff to provide leadership and program management oversight of capital efforts to equip schools with assets necessary to ensure the safety of school communities.
19. Develop adequate and relevant in-service training programs for security and school personnel which supports policy enforcement, fire safety, accident prevention in the public school environment and support other relevant in-services and training programs.
20. Collaborate with direct reports to identify professional goals, create and execute development plans.
22. Recruit and select skilled and capable safety personnel; Collaborate with school administrators in the evaluation and effective deployment of resources.
23. Conduct planning and research activities relating to all aspects of public safety in a public school system environment.
24. Provide leadership for the development of educational programs for students and staff in the interest of crime, accident, and fire prevention.
25. Work with other departments in securing grant funding which supports school safety initiatives.
26. Perform other duties as assigned to include working flexible hours, evenings, staggered shifts, rotating schedules, holidays, weekends, and in emergency situations. *(e.g., academic/athletic events, Spring/Winter Breaks, etc.)*
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<thead>
<tr>
<th>PHYSICAL DEMANDS/ADA REQUIREMENTS</th>
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<tbody>
<tr>
<td>• Office and various non-office working environments and conditions.</td>
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<tr>
<td>• Requires extensive safety training and/or protective devices to handle exposure to radiant or electrical energy (e.g., ionizing radiation), chemicals, or solvents.</td>
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<td>• Physical effort involves using equipment requiring high dexterity.</td>
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<td>• Requires good hearing.</td>
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<tr>
<td>• Requires good near or distant vision.</td>
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<td>• Requires distinguishing colors and/or depth perception to judge distances.</td>
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<td>• Typically sitting at a desk or table, with intermittent sitting, standing, or stooping.</td>
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<td>• Requires repeated reaching by extending hand(s) and/or arm(s) in any direction.</td>
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