

JOB DESCRIPTION

Nogales Unified School District #1

DIRECTOR OF SAFETY SERVICES

Purpose Statement:

The job of DIRECTOR OF SAFETY SERVICES is done for the purpose/s of ensuring that safety and security are a priority to protect life and property of our students, staff, and the public within the educational environment. The director will ensure that district goals are met in relation to safety and security; services are provided in an efficient and effective manner; ensuring that staff utilizes appropriate procedures and safe practices; providing overall coverage of security services; and ensuring optimal utilization of personnel and other resources.

This job reports to SUPERINTENDENT

Essential Functions

- Collaborates with others (e.g. district personnel, other district personnel, community organizations, etc.) for the purpose of building partnerships, as well as implementing and maintaining services and/or programs.
- Confers with local law enforcement personnel for the purpose of coordinating district security operations and collaborating on investigations.
- Develops proposals, new programs, budgets and grant opportunities for the purpose of meeting District goals.
- Responsible for the day-to-day operations at Nogales High School as well as oversee all security/safety positions and operations of the district.
- Monitors daily operations for the purpose of ensuring that security operations are completed efficiently and within local/state/federal regulations.
- Works with Superintendent and district administrators/principals to review and update school safety emergency handbooks (safety policy), emergency drills, gun safety and other policies.
- Oversees investigations of breaches of security and violations of laws for the purpose of ensuring investigation is carried out in an impartial manner and in accordance with laws and regulations and/or recommending remedial actions.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, staff development, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Researches security and related legal issues (e.g. requirements and restrictions, current legislative trends, etc.) for the purpose of evaluating compliance requirements and potential implications on district operations.

Other Functions

- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: excellent public relations, leadership, management, human relations, and communication (written/oral) skills. Skill in scheduling, coordinating, assigning and reviewing work of security staff. Must be computer literate and exhibit skill in operating two-way radio and automated security systems. Bilingual (English/Spanish) preferred.

KNOWLEDGE is required to perform advanced math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: working knowledge of law enforcement/current issues/practices. School district experience preferred. Will acquire knowledge of NUSD rules and regulations regarding traffic safety, security, access and regulations.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities, communicating with diverse groups, communicating with students, creating and maintaining climate of respect, establishing effective relationships, setting priorities, maintaining confidentiality, meeting deadlines and schedules, utilizing current technology, working as part of a team, ability to delegate and manage department budget.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; and supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 25% sitting, 50% walking, and 25% standing. The job is performed under a generally hazard free environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Bachelors degree in job related area or equivalent of through job experience.

Required Testing

None specified

Certificates & Licenses

AZ POST certification

Continuing Educ. / Training

Minimum of 16 hours of education/training relevant to the position/field

Clearances

Clean Motor Vehicle Record, Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Grade

Exempt

Supervisor S1

Job description available upon request