

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 our students, staff, and the public within the educational environment. The director will lead the development, implementation, and continuous improvement of the District's safety plans to ensure a safe environment for students, staff, and the public.

This job reports to SUPERINTENDENT

Essential Functions

- Collaborates with others (e.g. district personnel, community organizations, etc.) for the purpose of building partnerships, as well as implementing and maintaining services and/or programs.
- Collaborates with and acts as a liaison with law enforcement, fire, medical, and emergency response personnel relating to district operations and safety plans.
- Directs/coordinates the periodic assessment/audit of school facilities and grounds to determine safety and security issues.
- Coordinates the delivery of safety, emergency response, and preparedness training, including planning, monitoring, and documenting compliance with required safety drills.
- Researches and seeks opportunities to learn current methods, recommendations, codes, rules and regulations related to school safety and develops proposals for new programs, budgets and grant opportunities for the purpose of meeting District goals.
- Provides support and oversight of all security/safety personnel and operations of the district.
- Collaborates with district leaders to ensure potential and identified safety risks are addressed and that plans to remedy those risks are implemented and monitored.
- Coordinates tabletop exercises and practice of all safety plans and leads incident debriefs and continuous improvement of safety plans.
- 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.
- Assists school and district administrators and student wellness staff in responding to active threats and crisis response.

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.

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. Experience within public sector and supervision preferred.

Education

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

Required Testing

None specified

Certificates & Licenses

Continuing Educ. / Training

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

Clearances

Valid Drivers License and Criminal Justice Fingerprint/Background Clearance

FLSA

Exempt

Salary

Administrator - A5