

**Position Title**

Director of School Safety & Security

**Required Application Type**

School Related Personnel

**Job Description**

To provide for the security and protection of all students, staff, and property. To develop programs and provide services, which will promote a safe and orderly environment for all students in school and on school buses to help ensure an educational experience of the highest quality.

**Job Number**

NEW-CSEA

**Application Deadline**

7/16/2018

**Position Start Date**

7/25/2018

**DUTIES & RESPONSIBILITIES:**

- Evaluate the district's security program on a continuing basis and recommend changes or draft plans as necessary.
- Determines and communicates security policies and procedures by studying organization operations and schedules; establishes internal controls; conducts inspections as appropriate; reports potential hazards to appropriate departments; creates and updates School Board policies and Standard Operating Procedures, safety and security manuals; coordinates and conducts training sessions for, staff, parents and students.
- Provides training and professional development to district stakeholders
- Coordinates the district's emergency response team known as A.L.E.R.T
- Coordinates with administration, public relations, first responders, and other appropriate personnel working within the National Incident Management System
- Conducts investigations as directed.
- Coordinates school safety compliance with federal, state and local regulations by studying existing and new requirements and overseeing and enforcing school-wide adherence to requirements.
- Coordinate the preparation of local, state and federal reports relative to areas of responsibilities.
- Assist with developing and coordinating cooperative agreements, interagency agreements, and contracts with other agencies.
- Serve as the district's emergency control officer, developing procedures and protocols to deal with emergencies and maintaining an emergency management plan.
- Act as a liaison with public safety authorities and school resource officer/s on all matters affecting school security.
- Coordinate any special security needs deemed necessary for school system meetings or activities.
- Work with administrators, faculty, staff and students at each school to ensure proper security and safety measures are implemented as related to students, employees, facilities, and property.
- Develop and implement prevention strategies in an effort to minimize the likelihood of school violence.
- Secures facilities, equipment, students and personnel by working in conjunction with the appropriate District departments in recommending safety and security equipment purchases and upgrades; maintaining records of fire and other emergency drills and conducting drills when appropriate; supervising and maintaining access control
- Develop and coordinate an ongoing staff development program for employees who have security responsibilities.
- Review Board policies and make recommendations regarding school safety and security.
- Participate in training programs to increase individual skill and proficiency related to school safety, security, and transportation.
- Conduct presentations to various community groups and organizations relative to school safety and security.
- Perform other duties as assigned by the Superintendent.

## Civil Service Title

Director of School Safety & Security

## Job Qualifications

- A. Master's degree in Criminal Justice; Business Administration, Emergency Management or closely related field; and five (5) years' experience in security, law enforcement or emergency management.
- B. Bachelor's degree in Criminal Justice; Business Administration, Emergency Management or closely related field; and seven (7) years' experience in security, law enforcement or emergency management.
- C. Associate degree Criminal Justice; Business Administration, Emergency Management or closely related field; and ten (10) years' experience in security, law enforcement or emergency management.

**Experience:** Twelve years paid full time or its part time equivalent experience in an organized police or fire department in the State of New York in a rank of Sergeant or above.

### **Essential knowledge's skills and abilities:**

Thorough knowledge of the principles, practices and tools of a modern safety and security program related to an educational facility; thorough knowledge of applicable Federal, State and local security and safety regulations; thorough knowledge of investigative techniques as applied to a school safety and security function; thorough knowledge of proper negotiating techniques in crisis situations; working knowledge of local fire, health, drug and law enforcement objectives and functions; analytical ability; ability to evaluate, develop and monitor school safety and security regulations and policies; ability to develop and conduct safety-related training; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships; supervisory ability; ability to conduct tours of school facilities; thorough judgment; physical condition commensurate with the demands of the position.

## Application Procedure

Your application will be reviewed by a group of stakeholders. If selected, you will be notified of an interview via email.

## Job Category

Security

## Job Location

District Wide

To get more information or apply go to <https://newburghschools.recruitfront.com/JobPosting?JID=3045>



Newburgh Enlarged CSD



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