

Newburgh Enlarged City School District

Job Description

TITLE:	Director of School Safety & Security
REPORTS TO:	Superintendent of Schools
QUALIFICATIONS:	<p>Required:</p> <ul style="list-style-type: none"> • NYS SDA or SDL certification • Master's Degree • School Administrator experience, preferred <p>The District also seeks an individual who has demonstrated professional work experience in at least one of the primary fields relating to this position:</p> <ul style="list-style-type: none"> • Law enforcement • Security • Risk Management • Fire service • Emergency Management <p>Preferred Education/Training</p> <ul style="list-style-type: none"> • POST – Approved Police or Academy or equivalent • Tactical Response Training • Emergency Management Certification • CEPTD/Mitigation training • Hazard Mitigation & Prevention • FBI National Academy Program, advanced policy management program, National Fire Academy, Emergency Management Institute, security training programs or other comparable training programs
JOB GOAL:	<p>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.</p>
DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> • 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

DUTIES AND RESPONSIBILITIES: (Continued)	<p>areas of responsibilities.</p> <ul style="list-style-type: none"> • 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.
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