Primary Purpose:
Enhance the educational environment for all students and staff by ensuring safety measures are in place, safety and security audits are conducted and emergency preparedness is conducted in a systematic manner.

Qualifications:

Education/Certification:
Associate’s Degree, preferred
NIMS Certification, preferred

Special Knowledge/Skills:
Possess valid Class C Texas Driver License and prove insurability with district.
Knowledge of the basic principles of security and emergency management
Ability to control budgets and supervise personnel
Ability to utilize Microsoft Office products to manage multiple databases
Ability to manage multiple projects
Ability to exercise judgment in decision making

Experience:
Minimum of three (3) years’ experience in an educational environment working in security or a security-related field

Major Responsibilities and Duties

Security and Telecommunications
1. Provide training for all district personnel as it relates to emergency management
2. Provide supervision to security staff in the performance of duties.
3. Ensure security operations are maintained on a 24-hour basis through effective scheduling of security officers.
4. Provide for student and staff safety during the day and asset protection during the evening, on weekends and during holidays.
5. Coordinate with school staff in providing random searches of classrooms, wall lockers, student backpacks and student cars in school parking lots.
6. Coordinate with local law enforcement agencies concerning criminal investigations, special operations and special event planning.
7. Delegate assignments as necessary and follow up to ensure prompt and satisfactory completion.
8. Ensure timely completion and set priorities for preventive maintenance, repairs, and projects across all assigned systems.
9. Provide on-the-job training for security officers in both dispatch and patrol functions.
10. Assist in evaluating and recommending big awards for department projects.
11. Perform self-study to maintain technical proficiency on systems utilized along with completing NIMS and Emergency Management training.
12. Serve as the incident commander or at the emergency operations center during emergency matters within the district.
13. Perform other duties as may be assigned on occasion by the director of security and telecommunications.
14. Demonstrate behavior that is professional, ethical and responsible, and serve as a role model for all district employees and staff, as well as students, parents, community members and guests of the district.

Policy, Reports, and Law

15. Oversee required safety and security audits pursuant to Chapter 37 of the Texas Education Code and the Texas School Safety Center.
16. Ensure the district’s Multi-hazard Emergency Operations Plan (MEOP) is updated and distributed as needed within the district.
17. Ensure emergency management training drills and exercises are conducted in all schools in accordance with the district’s MEOP.
18. Assist in completing the DARtool pursuant to requirements provided by the Texas School Safety Center.
19. Ensure security reports are written, filed and maintained within the dispatch center on matters of a criminal nature.
20. Ensure the security program is managed in accordance to board policy and local, state and federal laws.

Budget

21. Maintain budgets according to district policy to ensure assigned funding is used as intended.
22. Ensure accurate inventory is kept on all tools and equipment assigned to employees.
23. Verify construction project budgets are maintained properly and that work is completed to district standards in such matters that directly involve the department budget.

Personnel Management

24. Provide direct supervision to staff and ensure that records pertaining to personnel performance, attendance and discipline are provided to the human resources department.
25. Ensure personnel complete daily assignments in a professional and safe manner.
26. Ensure district departments and staff are supported and trained on all systems overseen by the security systems section.
27. Ensure staff maintains a professional personal appearance.

Supervisory Responsibilities

Supervises and evaluates the following auxiliary employees:
- Security Officer (MT8)
- Security Officer (MT7)
- Security Monitor Dispatcher (MT7)

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; telephone, cellular phone, copier/fax machine; calculator; school vehicle; radio communication equipment; hand tools; digital volt/ohm meter, power tools; safety equipment
Posture: Ability to stand and sit for prolonged periods of time; ability to climb a ladder; ability to kneel or crawl
Motion: Prolonged sitting and walking; twisting, reaching, pushing/pulling; overhead reaching
Lifting: Lifting up to 50 pounds (ladder weight) on a regular basis; light carrying under 20 pounds (tool bag) on a sporadic basis
Environment: Exposure to temperature extremes (hot or cold); exposure to humidity extremes; exposure to noise; exposure to low or intense illumination; exposure to vibration; exposure to biological hazards; exposure to chemical hazards; exposure to electrical hazards; work outside; prolonged exposure to sunlight; work on slippery or uneven surfaces; work alone; work prolonged or irregular hours
Mental Demands: Maintain emotional control under stress; work with frequent interruptions; climbing stairs; driving school vehicles; ability to exercise reasoning and problem-solving skills while under stress. Must demonstrate ability to communicate effectively (verbal and written).

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.