



**Job Title:** Director of Security

**Exemption Status/Test:** Exempt

**Reports to:** Assistant Superintendent of Safety  
& Operations

**Date Revised:** February 2021

**Dept. /School:** Security

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**Primary Purpose:**

Lead the security department daily in providing a safe and secure learning environment such that students and staff engage in the educational process without fear or intimidation.

**Qualifications:**

**Education/Certification:**

**Required:**

Bachelor's degree

Certification through the National Incident Management System

**Preferred:**

Master's degree preferred

Security Experience in Texas K-12 Public Education

Military Veteran with Honorable Discharge

Law Enforcement Certification

**Experience:**

Verifiable successful experience in directing school security, to include emergency management, in Texas K-12 public education, or experience in serving in an operational leadership role in law enforcement

**Special Knowledge/Skills:**

Knowledge of the principals of security, emergency management and security infrastructure

Knowledge of laws, rules, regulations and codes applicable to buildings, products, equipment, health and safety, and personnel management

Knowledge of project management

Knowledge of bond program management

Effective communication, collaborative, public relations and interpersonal skills

Ability to manage multiple budgets and diverse personnel

Ability to create and manage an Emergency Operations Plan

Demonstrated strong organizational, communication, public relations and interpersonal skills required to achieve the goals of the position

Ability to exercise judgment in decision making

Experience preparing and maintaining a variety of narrative and statistical reports/records, inventories and other materials related to security, emergency management and security infrastructure

## **Major Responsibilities and Duties:**

### **Security**

1. Direct and manage security operations, emergency management and security infrastructure to achieve the district's strategic goal and associated objectives.
2. Directly supervise the security coordinator of systems and the security coordinator of operations, ensuring the strategic goals and objectives of each section are achieved.
3. Ensure effective and continuous oversight of the 24-hour security dispatch office, the campus security officer program, asset protection, personnel security, emergency management, and security systems and infrastructure (e.g., fire, camera, telephones).
4. Provide oversight in accomplishing the security component of the bond program, which includes telecom, intercom, intrusion/access, and camera upgrades, and provide presentations on the status of each to the district's Facilities Committee and Board of Trustees.
5. Ensure compliance with current law and regulation related to security, emergency management, code enforcement, etc.
6. Communicate the district's mission in the areas of security operations, emergency management and security infrastructure to the community and solicit its support in realizing that mission.
7. Participate in community activities, to the extent feasible and appropriate, which foster rapport and mutual respect between the district and community.
8. Provide presentations related to the security department to the Board of Trustees.
9. Provide media interviews as requested by the district's communications department.
10. Provide leadership for departmental initiatives including change efforts, by defining systemic implications for security operations, emergency management and security infrastructure, and through supporting the development of comprehensive plans for achieving goals.
11. Serve as the superintendent's designee for the bullying program and direct the anonymous reporting app system.
12. Serve as the superintendent's designee for the district's threat assessment team
13. Serve as the district's liaison with the tri-city police and fire departments.
14. Provide continuous support and district oversight for the School Resource Officer and K9 programs.
15. Serve on special called task forces on behalf of the district.
16. Collaborate with the tri-city police and fire departments to identify security risks and create protocols designed mitigate that risk.
17. Collaborate with human resources and internal audit by conducting investigations based on information received from the district's hotline program.
18. Ensure the district's cell phone program is effectively managed and continues to meet the needs of district staff.
19. Collaborate with other district departments to provide security support, as needed.
20. Direct the iPad/Chromebook recovery program in conjunction with the technology department and local law enforcement.
21. Provide risk and threat assessments throughout the district, as needed.
22. Ensure key administrators and board members remain informed of significant emergency management issues.
23. Ensure compliance by district staff of the mandates within the district's Emergency Operations Plan in accordance with board policy and the Texas Education Code.
24. Provide oversight for the district's Safety and Security Committee in accordance with board policy and the Texas Education Code.
25. Ensure department goals are supportive of the instructional goals of the district and serve to help in accomplishing the mission of the district.
26. Serve as the incident commander, or at the emergency operations center, during emergency incidents within the district.

27. Provide continuous and timely emergency management training (drills and exercises) of all staff and students, to include substitute teachers and student teachers, per the Standard Response Protocol (SRP).
28. Ensure each school and auxiliary building receives annual training on the SRP, and that each has an ample supply of the SRP posters.
29. Ensure 100% compliance with respect to those drills and exercises required by law (e.g., fire evacuation) as well as those mandated in the district's emergency operations plans (e.g., lockdown, shelter, shelter-in-place, relocation, etc.).
30. Serve as the district's representative on a tri-city's unified command in the event of a large-scale emergency (e.g., tornado).
31. Provide for the routine check by security dispatch personnel of the ContentKeeper reports for inappropriate internet searches by students and staff, reporting suspected criminal and/or suicide searches to appropriate district and law enforcement authorities.
32. Serve as a sitting member of the district's Facilities Committee.
33. Serve as a sitting member of the district's Safety and Security Committee.
34. Establish strong working relationships with school and district staff.
35. Adhere to the professional code of ethics and district policies.
36. Demonstrate behavior that is professional and responsible, and serve as a role-model for all district employees and staff, as well as student, parents, community members and guests of the district.

#### **Policy, Reports, and Law:**

37. Compile, maintain and file reports, records and other documents as required by law, policy or necessity.
38. Implement the policies established by federal and state law, State Board of Education rules, and the local board policy in the area of security operations, emergency management and security infrastructure.
39. Contribute to the recommendation of sound policies toward improvement in the security department.
40. Ensure compliance with board policy and the Texas education Code with respect to timely security audits, reporting the results to the district's Safety and Security Committee, the Board of Trustees, and the Texas School Safety Center via the District Audit Reporting Tool (DARtool).

#### **Budget and Inventory**

41. Lead in the development, preparation, and administration of the budget for supplies and equipment and ensure the program is cost effective and funds are managed wisely.
42. Manage fiscal and physical resources responsibly, efficiently and effectively by using data to inform budget decisions and to equitably and adequately allocate district resources to support the district goal and associated objectives.

#### **Personnel Management**

43. Develop and maintain written departmental procedures for security operations, emergency management and security infrastructure applicable to each function within the department.
44. Create and maintain a systems approach to processes relative to security operations, emergency management and security infrastructure.
45. Promote a positive, caring climate for working and learning.
46. Deal sensitively and fairly with persons from diverse cultural backgrounds.
47. Provide timely and specific feedback to staff members, which validates best practices and encourages personal reflection.
48. Conference with assigned staff to discuss performance and to jointly develop improvement objectives for professional growth opportunities.
49. Prepare, review and revise job descriptions in the security department on least a biennial basis.

50. Develop training options and/or improvement plans to ensure an exemplary operation in the area of security operations, emergency management and security infrastructure.
51. Make sound recommendations relative to personnel placement, transfer, detention and dismissal.

#### **Communications and Community Relations**

52. Promote and support events for family and community involvement across the district.
53. Intervene and counsel with parents and students in matters of concern relative to security.

#### **Supervisory Responsibilities:**

Supervise and evaluate the paraprofessional and auxiliary staff assigned to the security department.

#### **Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting and occasional bending/stooping, pushing/pulling and twisting.

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse, and occasional reaching.

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Occasional prolonged and irregular hours, to include being available by cell around-the-clock, and frequent districtwide travel.

**Mental Demands:** Work with frequent interruptions, maintain emotional control, and exercise reasoning and problem-solving skills while under stress

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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.