Primary Purpose:
Enhance the educational environment for all students and staff by assisting the director in the management of security programs, personnel matters and budget issues.

Qualifications:

**Education/Certification:**
High school diploma or GED

**Experience:**
Administrative experience in an educational setting, preferred

**Special Knowledge/Skills:**
- Ability to utilize Microsoft Office products to manage multiple databases
- Ability to work within the district's software applications
- Ability to track multiple filing systems (hard files/e-files)
- Ability to be detailed and deadline driven
- Ability to communicate effectively with diverse and sometimes irate individuals; handle calmly and efficiently situations ranging from routine to emergency
- Ability to exercise judgment in decision making

Major Responsibilities and Duties:

**Security and Telecommunications**

1. Manage information via the district's various programs such as Oracle.
2. Assist with timekeeping issues.
3. Maintain an effective filing system.
4. Assist visitors and respond to routine inquiries from staff and from the community; refer appropriate inquires to the director.
5. Maintain the department webpages.
6. Assume responsibility for and maintenance of confidentiality.
7. Assist with the organization and preparation of staff development workshops pertaining to security and telecommunications.
8. Utilize multiple software applications to maintain accurate records and ongoing communication.
9. Assist with the preparation and implementation of contracts for outside entities, consultants and specified workshops/projects.
10. Schedule appointments and maintain multiple calendars for the director for both internal and external events.
11. Develop, organize, attend, provide pertinent materials and maintain meeting minutes for the Garland ISD Safety & Security Committee meetings and any other meetings as required by the director.
12. Assist with research, preparation, and distribution of materials pertinent to the areas of security operations and security systems in the form of PowerPoint presentations, procedures manuals, emergency response brochures and reference materials, flyers, contact lists, etc.

13. Ensure personnel documentation is properly managed and filed in accordance with district records management procedures.

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 guest of the district.

**Policy, Reports and Law**

15. Ensure required safety and security audits pursuant to Chapter 37 of the Texas Education Code and the Texas School Safety Center are duly documented, filed and distributed as mandated.

16. Ensure the district’s Multi-hazard Emergency Operations Plan (MEOP) is updated and distributed as needed within the district.

17. Document emergency management training relative to drills, exercises, audits, and other mandated items, and provide documentation in the form of spreadsheets as requested.

18. Ensure the DAR tool is documented and distributed correctly pursuant to the requirements provided by the Texas School Safety Center.

19. Help to ensure the security program is managed in accordance to board policy and local, state, and federal laws.

**Budget**

20. Assist with the annual budget preparation/submission/approval process, as well as provide monthly budget overviews to the director.

21. Provide effective management of P-Cards and expenditures for security staff.

22. Process ongoing payment deposits, purchase orders and direct pay requests for security and telecommunications.

23. Ensure office supplies are well stocked and maintained in an efficient manner.

**Supervisory Responsibilities:**

None.

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

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals (multiple software applications); printer/copier (multiples, if necessary) scanner, document binder, fax machine, calculator, video and audio equipment, shredder and postage machine

**Posture:** Ability to stand and sit for prolonged periods of time; ability to use a small step ladder

**Motion:** Frequent repetitive hand motions including keyboarding and use of mouse; occasional bending/stooping, pushing/pulling, twisting and reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds) for short distances on a sporadic basis

**Environment:** Exposure to normal indoor air quality issues; exposure to typical office noise; may work prolonged or irregular hours

**Mental Demands:** Reading; ability to communicate effectively (verbal and written); ability to embrace new technology and assist with implementation district wide; work with frequent interruptions; maintain emotional control under stress

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.