Job Title: Security Coordinator  
Exemption Status/Test: Exempt

Reports to: Director of Security  
Date Revised: April, 2017

Dept. /School: Security

Primary Purpose:
Enhance the educational environment for students and staff by ensuring the security department remains operational and highly functioning while overseeing all security systems, budgets, special projects and administrative operations.

Qualifications:

   Education/Certification:
   High School diploma, required
   Preference will be given to Associates Degree in Electronics Technology or military equivalent.
   Preference will be given to State of Texas Fire License or NICET II Certification.

   Experience:
   Ten years’ experience in an educational environment working with security systems, preferred
   Military rank of E-6 or above also considered
   Verified project management experience in a school district environment, preferred

   Special Knowledge/Skills:
   Possess Class C Texas Drivers’ License and prove insurability with district
   Knowledge of Project Management
   Knowledge of school district bond program management
   Ability to exercise judgment indecision making
   Knowledge of low voltage security systems
   Knowledge of NFPA and IFC rules governing educational occupancies
   Knowledge of basic networking, to include local and wide area networks
   Ability to control budgets and supervise personnel
   Ability to utilize Microsoft Office products to manage multiple databases
   Ability to manage multiple projects and trades
   Strong organizational, communication, public relations and interpersonal skills
   Ability to exercise judgment in decision making

Major Responsibilities and Duties:

   Security
   1. Provide project oversight of the bond’s security initiatives working with the district’s bond management firm, contractors, and district personnel to ensure the timely and accurate completion of each phase.
   2. Ensure timely completion and set priorities for preventive maintenance, repairs, and projects across all assigned systems.
   3. Assist personnel in the field with system repairs as needed to complete assigned duties.
4. Perform audits of all assigned systems to verify they meet the district's current needs and make recommendations for upgrades.
5. Act as the primary point-of-contact for after-hours technical calls and dispatch technicians if necessary to make repairs.
6. Delegate assignments as necessary and follow up to ensure prompt and satisfactory completion.
7. Assist in evaluating and recommending bid awards for department projects.
8. Manage all aspects of the technology recovery program to ensure that District deployed devices are recovered or the District is reimbursed accordingly.
9. Serve as the primary point-of-contact for all contractors working security-related projects.
10. Coordinate all district project, to include bond projects related to security, to ensure successful completion.
11. Communicate with district leadership all necessary project updates and provide updates to the School Board as necessary.
12. Perform self-study to maintain technical proficiency on systems utilized; remain current with all applicable NIMS and emergency management training.
13. Support district administration and emergency first responders with crises as directed by providing information gained through security systems, such as CCTV.
14. Maintain competence through training to ensure the district security systems and standards remain current.
15. Provide leadership for the entire security department in the absence of the Director of Security.
16. Perform other duties as may be assigned by the Director of Security.
17. 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

18. Coordinate and verify completion of the bond’s security initiative, providing written and verbal reports to senior staff and the School Board, as necessary.
19. Coordinate and verify completion of all fire marshal building compliance and safety inspections annually, Ensure proper follow up to verify repairs.
20. Coordinate and verify completion of all fire alarm system inspections annually as required by the NFPA 72 and the International Fire Code.
21. Coordinate and verify completion of all fire alarm sprinkler system inspections annually as required by the NFPA 72 and the International Fire Code.
22. Coordinate and verify filing of all annual intrusion alarm permits as required by local municipalities.
23. Coordinate and verify the local police departments have pursued necessary criminal charges as result of the theft of any technology devices.
24. Ensure management of the security program in accordance to board policy and local, state and federal laws.
25. Collaborate with district personnel in complying with FERPA regulations with respect to video and student records.

Budget

26. Maintain and manage budgets according to district policy; forecast department budgets annually.
27. Coordinate and oversee bond, general construction, and other special project budgets to district standards.
28. Ensure accurate inventory of all tools and equipment assigned to employees.

Personnel Management

29. Provide direct supervision to staff and ensure the Human Resources’ department has all records pertaining to personnel performance, attendance, and discipline.
30. Ensure personnel complete daily assignments in a professional and safe manner.
31. Ensure all district departments and staff receive proper training on campus security systems.
32. Ensure staff maintains a professional personal appearance.
33. Ensure all security department staff receive ongoing professional development training.

**Supervisory Responsibilities:**

Supervises and evaluates the following paraprofessional and auxiliary employees:
- Security Telecommunications Specialist
- Security Electronic Technician Server
- Security Electronic Technology Recovery
- Security Electronic Technicians
- Fire Sprinkler Technician

(In the absence of the security director, this position provides leadership to the entire security department.)

**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; and safety equipment
- **Posture:** Ability to stand and sit for prolonged periods; ability to climb a ladder; and ability to kneel or crawl
- **Motion:** Prolonged sitting and walking; twisting; reaching; pushing/pulling; and overhead reaching
- **Lifting:** Lifting up to 50 pounds (ladder weight) on a sporadic basis; and 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; and work prolonged or irregular hours
- **Mental Demands:** Maintain emotional control under stress; work with frequent interruptions; climb stairs, drive school vehicles; and 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.