

# DISTRICT SCHOOL BOARD OF PASCO COUNTY

## JOB DESCRIPTION

### Director Safety and Security

**Department:** TBD

**FLSA:**  Exempt  Non-Exempt

**Reports To:** Deputy Superintendent

**Board Approved Date:** May 1, 2018

**Job Code:** TBD

**Salary Schedule:** Mgmt 10

**Work Days:** 245

**Work Hours:** 7.5

**JOB GOAL:** Responsible for directing, planning, implementing, and coordinating all district safety initiatives, including emergency preparedness and school safety and security operations. This includes coordinating with law enforcement and outside agencies regarding threat assessment and other safety, security, and emergency operations, and developing policies and procedures for safe and secure schools and district property.

#### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.*

1. Direct, plan, organize, and implement the District's safety and security program, and oversee activities of employees providing additional security at schools.
2. Supervise assigned personnel, conduct annual performance appraisals, make recommendations for appropriate employment actions, and develop staff development training for all assigned staff.
3. Develop policies, procedures and guidelines related to safety and security, including emergency preparedness and response, and prevention of violence on school grounds.
4. Coordinate and serve as a liaison with law enforcement and outside agencies regarding safety and security.
5. Make recommendations and advise senior leadership, school administration, and other appropriate staff members regarding investigative activities and proper practices/procedures necessary to secure the safe and peaceful conduct of district and school business/activities.
6. Provide security for a variety of school and district functions, and carry a firearm and taser in connection with everyday work duties.
7. Coordinate safety and security assessments with facilities personnel for all school facilities.
8. Oversee and coordinate safety programs, including district and school safety drills, and the student crime watch program.
9. Assist with threat assessments and mental health supports.
10. Develop the District's hurricane sheltering plan, serve as the District's liaison for emergency operations, and lead the response and recovery during and after emergencies in coordination with elected officials, local administrators, non-profit organizations, constitutional officers and other private sector and government agencies.
11. Investigate, monitor and report suspicious activity, theft, vandalism, and criminal mischief to administration and/or law enforcement.
12. Serve as liaison with Pasco County Sheriff's Office School Safety Lieutenant.
13. Suppress disturbances and security incidents according to established guidelines and procedures.
14. Deescalate confrontations between students, parents, visitors, community members and others. Communicate with school administrators, students, parents, district officials/personnel, community members, and others regarding security related concerns and issues.
15. Respond to emergency situations, and take appropriate action in accordance with established guidelines; provide basic first aid services as needed.
16. Assist in the investigation of potential violations of district/school rules and/or the law in cooperation with law enforcement.
17. Support schools with the implementation of behavioral health services.
18. Perform other duties as assigned.

#### MINIMUM REQUIREMENTS:

*Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

#### KNOWLEDGE, SKILLS & ABILITIES:

- Ability to pass a psychological evaluation as required by Chapter 2018-3, Laws of Florida
- Ability to safely use a firearm and a taser and knowledge of weapons and gun safety
- Ability to be physically and mentally prepared to respond in an emergency or potentially dangerous situation
- Ability to establish and maintain collaborative working relationships with school administration, staff, law enforcement and other outside agencies

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- Willingness to use force when circumstances and established protocols dictate escalation; up to and including deadly force
- Ability to conduct threat assessments
- Ability to obtain information through visual observation and interviews
- Operating knowledge of computer programs, including email, word processing, spreadsheets, and databases
- Ability to communicate effectively with a variety of audiences, orally and in writing, including electronic media
- Ability to handle and prioritize multiple responsibilities
- Must meet physical requirements of Post Offer Employment Testing (POET)
- Must submit to and pass an initial drug test and subsequent random drug tests in accordance with the requirements of Florida Statute Section 112.0455 and the Pasco County Sheriff's Office.

### EDUCATION, TRAINING & EXPERIENCE:

- Bachelor's degree in criminal justice or a related field
- Ten (10) years of military experience or experience in law enforcement, security or a related field, with at least three years in a supervisory or administrative capacity
- Experience with safe use of firearms
- Successful completion of initial and ongoing training/certification provided by the Pasco County Sheriff's Office as required by Chapter 2018-3, Laws of Florida, as a condition of employment  
**OR**
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the position

### CERTIFICATES, LICENSES, & REGISTRATIONS:

- Valid Florida driver license
- Successful completion of training for concealed carry weapon permit as a condition of employment and ongoing certification and training
- Obtain and maintain a School Guardian certificate from the Pasco County Sheriff's Office
- Satisfactory completion of American Red Cross First Aid and Cardiopulmonary Resuscitation (CPR) course or agreement to earn within one (1) year of employment

### PREFERRED QUALIFICATIONS:

- Experience working in a school setting
- Awareness of the tenets of trauma informed care and mental health resources
- Master's Degree

**SUPERVISORY RESPONSIBILITY:** Direct supervision of assigned personnel. Responsibilities include planning, assigning, and directing work; addressing complaints and resolving problems; training employees; evaluating performance; and interviewing, testing, hiring, and assignment of personnel.

### PHYSICAL REQUIREMENTS *(Describes physical conditions of this position):*

<input type="checkbox"/>	Sedentary Work	Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	Light Work	Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and / or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.
<input type="checkbox"/>	Medium Work	Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.
<input checked="" type="checkbox"/>	Heavy Work	Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work	Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

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### PHYSICAL ACTIVITY:

*(Physical activities of the job are listed below and are with or without accommodations for disabilities for this position. Frequency of each applicable activity is noted according to the following: R = Regularly; F = Frequently; O = Occasionally, S = Seldom)*

S	Sitting	Resting with the body supported by the buttocks or thighs.
R	Standing	Assuming an upright position on the feet particularly for sustained periods of time.
R	Walking	Moving about on foot to accomplish tasks, particularly for long distances.
O	Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. using feet and legs and/or hands and arms.
O	Balancing	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.
F	Bending	Lowering the body forward from the waist.
F	Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
R	Kneeling	Bending legs at knee to come to a rest on knee or knees.
R	Crouching	Bending the body downward and forward by bending leg and spine.
O	Crawling	Moving about on hands and knees or hands and feet
O	Twisting	Moving body from the waist using a turning motion.
R	Reaching	Extending hand(s) and arm(s) in any direction
O	Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
O	Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion.
O	Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position- to-position through the use of the upper extremities and back muscles.
F	Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
F	Grasping	Applying pressure to an object with the fingers and palm.
F	Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips
F	Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
R	Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
R	Hearing Acuity	The ability of perceive speech and other environmental sounds at normal loudness levels.
R	Visual Acuity	The power to see at a level which allows reading of numbers and text, operations of equipment inspection of machines, etc.

### WORKING CONDITIONS:

*(Conditions the worker will be subject to in this position with or without accommodations for disabilities. Indicate all that apply to the position with an "X". Please note that there can be more than one condition.)*

<input type="checkbox"/>	Outdoors	The worker is subject to outside environmental conditions. There is not effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.
<input type="checkbox"/>	Indoors	The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.
<input checked="" type="checkbox"/>	Indoors and Outdoors	The worker is subject to both environmental conditions. Activities occur inside and outside.
<input checked="" type="checkbox"/>	Cold	The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.

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<input checked="" type="checkbox"/>	Heat	The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
<input checked="" type="checkbox"/>	Noise	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
<input type="checkbox"/>	Vibration	The worker is subject to vibration. There is exposure to oscillating movements of the extremities or whole body.
<input checked="" type="checkbox"/>	Hazards	The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places and exposure to high heat or chemicals.
<input type="checkbox"/>	Atmospheric Conditions	The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory systems or the skin: fumes, odors, mists, gases or poor ventilation.
<input type="checkbox"/>	Oils	The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	Respirator	The worker is required to wear a respirator.
<input type="checkbox"/>	None	The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).

### **MACHINES, TOOLS, EQUIPMENT:**

*(Machines, tools, equipment, electronic devices, vehicles, etc, used in this position.)*

General office equipment, including personal computers, fax machines, copiers, telephones, firearms, tasers

*Pasco County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.*