



# Poudre School District

## HUMAN RESOURCES DEPARTMENT

### JOB DESCRIPTION

Job Title:	<b>Director of Safety and Security Services</b>	FLSA Status:	<b>Exempt</b>
Job Family:	<b>Administrative</b>	Pay Range:	<b>J</b>
Prepared/Revised Date:	<b>May 3, 2024</b>	Job Code:	<b>10340</b>

**SUMMARY:** Manage, coordinate, and enhance district-wide safety and security operations to provide a safe and secure learning and working environment for students, staff members, and visitors. Develop and maintain positive working relationships with District administrators, personnel, law enforcement agencies, and other criminal justice authorities. Provide strategic direction and leadership for the Poudre School District Safety and Security Department and its initiatives.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions
1. Responsible for providing leadership to security department, including communications center, emergency preparedness and threat assessment. Ensure the enforcement and compliance of all local, state, and federal laws and regulations pertaining to PK-12 security operations, training, and drills.
2. Collaborate, coordinate, and act as liaison with other district departments and the Chief Operations Officer. Develop, mentor, and provide leadership for collaborative work teams to address all school security related issues, communicating all necessary information to relevant district personnel.
3. Review, update, and provide training for the district's emergency operations plans. Work closely with District leadership including school administrators, Teaching and Learning, Language Culture & Equity, Risk Management, Information Technology, Transportation, and Student Services departments to ensure safe learning environments.
4. Oversee the management of department budgets, ensuring each budget is in compliance with district and state policies and regulations. Collaborate with the Chief Operations Officer regarding each budget.
5. Responsible for district's two-way radio and crisis communications systems.
6. Responsible for coordination of the district school resource officer program, to include hiring, contract negotiations, and evaluation.
7. On call 24/7 to respond to PSD schools/sites/events as the official District safety and security officer in a marked PSD vehicle. Provides emergency incident response and crisis management to ensure the safety of staff, students, community, and District property. Establish incident command as needed in an appropriate location. An official PSD take-home vehicle is provided for these purposes and designated for use to commute to incidents that represent a safety incident involving PSD: employees, students, community, and/or to assess or prevent damage to or security of PSD's property. PSD vehicles are prohibited for personal use outside the District's jurisdiction. Any personal use of a PSD vehicle within District jurisdiction may not be used for more than a de minimis amount.
8. Collaborate with other agencies through networking and teamwork using resources within the District, the Community and Law Enforcement, Federal Emergency Management Agency (FEMA), Red Cross and the Office of Emergency Management. Gather intelligence information and disseminate it to Safety and Security personnel and District employees.
9. Perform other duties as assigned.

#### **EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor's degree from an accredited college or university in a related field. Four (4) additional years of similar or relevant experience may be substituted for this requirement.
- Minimum of five years management and administration experience in operations management, preferably in an education setting.



**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Valid driver’s license
- Must meet District driver insurability requirements
- Complete required training including FEMA IS-100 (Introduction to Incident Command for Schools) and FEMA IS-700 (Introduction to the National Incident Management System) within 3 months of hire
- Incident Command Systems and response ICS 100, ICS 200 required within two (2) years of entering position.
- National Incident Management System (NIMS) 100, 200, 300, 400 and 700 required within two (2) years of entering position.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability and willingness to be on call and/or respond to calls 24/7
- Excellent project organization and management skills
- Budget development and fiscal management skills
- Ability to be a part of and work with a team
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines, and building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with Microsoft Office products and other department software packages
- Operating knowledge of and experience with personal computers and peripherals as well as typical office equipment (telephone, copier, fax, email, etc.).

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Reports to:</b>	Chief Operations Officer	
<b>Direct reports:</b>	Security Manager	1
	Emergency Preparedness Manager	1
	Office Manager	1

- Responsible for interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding, disciplining, and terminating employees; and addressing complaints and resolving problems.



**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk			x	
Sit		x		
Use hands to finger, handle or feed		x		
Reach with hands and arms		x		
Climb or balance		x		
Stoop, kneel, crouch, or crawl		x		
Talk				x
Hear				x
Taste	x			
Smell		x		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			x	
Up to 25 pounds		x		
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				x
Analyze				x
Communicate				x
Copy		x		
Coordinate				x
Instruct			x	
Compute			x	
Synthesize			x	
Evaluate				x
Interpersonal Skills				x
Compile		x		
Negotiate				x

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts		x		
Work in high, precarious places	x			
Fumes or airborne particles		x		
Toxic or caustic chemicals	x			
Outdoor weather conditions		x		
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock		x		
Work with explosives	x			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Risk of radiation	x			
Vibration		x		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	x
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	