



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Security Manager – Mental Health** FLSA Status: **Exempt**
Job Family: **Professional** Pay Range: **P**
Prepared/Revised Date: **November 2, 2023** Job Code: **35731**
Days: **260**

SUMMARY: Manage and coordinate Poudre School District security operational protocols, including crisis management, trauma-informed management, and collaboration with site to provide a safe and secure environment. Conduct investigations to identify individuals involved in bullying, harassment, and inappropriate behavior affecting the mental health and wellbeing of students, staff members, or visitors. Develop a co-responder model and engage in collaborative and professional relationships with the local law enforcement and support agencies.

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.*

Description of Job Tasks
1. Assist director in tracking local, state, and federal legislation regarding school security and crisis management to ensure district compliance.
2. Attend staff meetings, support, and train current student services mental health providers in crisis intervention and response.
3. Attend work and arrive in a timely manner.
4. Consult with, design, develop estimates, and schedule security projects.
5. Assist director in developing district security budgets.
6. Collaborate on district crisis response procedures, train staff in incident command protocols, and work with other security managers on reunification procedures.
7. Respond to mental health and emotional crises throughout the District and arrange for support and mental health assistance when needed.
8. Review and communicate safe2tell submissions and provide appropriate follow up.
9. Coordinate with alarm monitoring vendors to maintain accurate dispatching.
10. Participate in building security assessments.
11. Develop reunification and security threat recovery processes and supports for mental health and the social/emotional needs of staff and students.
12. Design and implement a mental health co-responder model for law enforcement. Track incidences and develop data and reports to communicate the program's effectiveness.
13. Train district staff, including teachers and principals, on mental health crisis management.
14. Respond to schools/sites 24/7 as essential personnel to provide emergency response and crisis management, and/or in the event of weather or environment incident, and/or school/facility/district closure.
15. Perform other duties as assigned.



EDUCATION AND RELATED WORK EXPERIENCE:

- Master's degree in a mental health field required.
- Minimum of five years of experience in youth treatment in a mental health related field preferred.
- Clinical experience (individual, group, and family) preferred.

LICENSES, REGISTRATIONS, or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado 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 three (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.
- Valid Colorado Special Services license with proper endorsement or Colorado Licensed Professional Counselor (LPC) certification required.
- CPR and First Aid certifications encouraged.

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.
- Knowledge of existing laws related to security and CCTV system usage.
- Ability to read schematics, blueprints, plans, and proofread specs and diagrams.
- Excellent project organization and management skills.
- Knowledge of energy and technical systems installation.
- Electrical and mechanical development skills.
- Ability to be a part of and work with a team.
- Knowledge of Poudre School District policies and procedures.
- 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 personal computers and peripherals as well as typical office equipment.
- Operating knowledge of and experience with Microsoft Office products and other department software packages.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Director of Safety and Security Services	
Direct Reports:	none	

- Responsible for assisting with the following: 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 feel				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



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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			
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	