



Job Description
Prepared/Revised: January 2020

Job Title: **Security Services Director**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Typical Work Year: **12 months**

Job Code: **5083**
 FLSA Status: **Exempt - E**
 Pay Range: **L 15**

SUMMARY: Responsible for providing a safe and secure learning and working environment for all students, staff, and visitors to the Adams 12 Five Star School District. Principal advisor for all matters related to, safety and security, and emergency preparedness. Collaborates with public safety agencies, school district departments serving Adams 12 Five Star Schools.

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	Frequency	% of Time
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 P-12 security operations, training and drills.	D	50%
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. Respond to schools 24/7 for emergency response and crisis management.	W	15%
3. Review, update and provide training for the district's emergency operations plans. Work closely with Learning Services, Student Engagement Initiatives, Transportation, and Student Support Services departments to ensure a safe learning environment.	D	10%
4. Oversee the management of multiple department budgets, ensuring each budget is in compliance with district and state policies and regulations. Collaborate with the Chief Operations Officer regarding each budget.	W	10%
5. Responsible for district's two-way radio and crisis communications systems.	D	10%
6. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

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.
- Must successfully complete current district training for supervision of Classified Staff within one year of entering position.
- Ability to carry concealed firearm and to conform to applicable laws, district policies and insurance carrier requirements necessary to do so.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Excellent written and verbal skills.
- Excellent leadership, coaching and mentoring skills.
- Ability to understand complex construction contracts and technical specification.
- Ability to travel among school locations
- Ability to work with internal and external legal counsel.
- Ability to develop, evaluate, and manage budgets.

- Ability to understand and use financial information such as the Comprehensive Annual Financial Report (CAFR).
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- 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.
- Operating knowledge of and experience with Microsoft Office Suite and Google Apps.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of database systems.
- Operating knowledge of project management software

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Chief Operating Officer	3075

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Emergency Preparedness Coordinator	1	3109
	S&SE Manager, Security Services	1	3055
	Threat Assessment Coordinator	1	3150
	Communications Center Lead	1	1481

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Develop, evaluate and manage multiple department budgets.

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
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)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

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