

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

05/20	<u>Director Of Safety, Security, and Risk Management</u>	3.6.9
Effective Date	Job Title	Index

1. PRIMARY FUNCTION

Lead, manage and direct the District's risk management, safety and security program. Initiate, research, plan, and implement all activities related to enhancing the physical and psychological safety and security of students, staff, and the public. Coordinate and oversee the District's implementation of a comprehensive and integrated system that includes state-of-the-art technology, researched based best-practices, a well-trained workforce, and collaborative relationships with key stakeholders and community partners including the law enforcement and emergency management agencies that serve the District. The overall outcome is to develop a best practices program that continually enhances the District's safety and security posture to support teaching and learning while minimizing risk and liability.

2. RESPONSIBILITIES - Include but are not limited to:

- 2.01 In consultation with the Chief Operations Officer, initiates, researches, plans, develops, directs and implements the District's risk management, safety and security program including comprehensive policies and procedures which pertain to the safety and security of all District personnel, property, students and community members. Continually demonstrates the ability to be a key team member with school and district leaders in creating safe and welcoming schools.
 - 2.01.01 Develops short and long-range plans that support the overall outcomes of the District.
 - 2.01.02 Integrates risk management and security services into a seamless department that meets or exceeds customer expectations. Develop customer service metrics to measure and improve performance.
 - 2.01.03 Oversees, chairs or coordinates a district threat response and safety team including, but not limited to: Student Threat Assessment Team (STAT), Sexual Incident Response Committee (SIRC), Suicide Risk Assessment (SRA), Fire Behavior Assessment, School Resource Officer (SRO), Student Services Coordinator (SSC), Office of Behavioral Learning Team (OBL) and Cadre, School Behavior Specialists, Human Resources, security field coordinators, and others as necessary.

- 2.02 Leads the implementation of a District wide emergency preparedness and management program in cooperation with other departments and agencies.
 - 2.02.01 Works in conjunction and collaboration with Transportation, Technology, Facilities, Nutrition Services, Level Office, Student Services, as well as city and county agencies on safety related issues, such as student transportation, emergency readiness and disaster planning agencies.

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- 2.03 Provides expertise in physical security, personal safety, and crime prevention through environmental design based standard guideline through Crime Prevention Through Environmental Design (CPTED).
 - 2.03.01 Manages the security supervisor to ensure security systems are current, functional and effective.
- 2.04 Coordinates training for District and agency staff, make presentations, acts as a resource and makes recommendations to District administrators in the areas of managing risks, enhancing security and emergency response.
- 2.05 Reviews and analyzes related state, federal, and local laws, guidelines and new legislation. Advises Chief Operations Officer of relevant requirements and impact(s) to the District in conjunction with legal counsel.
- 2.06 Serves on various federal, state and community task forces/committees related to the identification and implementation of “best-practices” in school safety and security.
- 2.07 Develops and proposes the departmental budget. Hires departmental staff and supports the professional development of all staff. Monitors expenditures against adopted budget and makes the necessary adjustments to stay within assigned budget.
- 2.08 Develops and strengthens partnerships with a variety of agencies and community partners.
- 2.09 Demonstrates the ability to team with school and department leaders to create safe and welcoming schools.
- 2.10 Performs all other duties as assigned.

3. KEY RELATIONSHIPS

- 3.01 Chief Operations Officer: Reports to this position
- 3.02 Superintendent
- 3.03 Executive Team/Cabinet
- 3.04 Directors of facilities, transportation, budget and finance, technology, human resources
- 3.05 Supervises risk manager, security field coordinators and office staff
- 3.06 Primary contact and liaison for security/safety related stakeholders and community partners including law enforcement and emergency management agencies.
- 3.07 Building administrators: Responds to questions and complaints and provides on-going training, customer support and consulting.
- 3.08 Parents and the public: Customer support, responds to questions and complaints.

4. MINIMUM QUALIFICATIONS

- 4.01 Bachelor’s degree
- 4.02 Five years of related experience

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5. TERM OF EMPLOYMENT: Twelve months

6. SALARY LEVEL: 211

7. WORK ENVIRONMENT

The position generally works in a variety of locations and situations including but not limited to a climate-controlled office environment with minimal noise intensity levels and field operations. Frequent travel to district and non-district locations for meetings and activities will occur in the evening and on weekends.

8. PHYSICAL REQUIREMENTS

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices. Strength: Light– Exert force to 5-10 lbs. frequently, and up to 10 lbs. constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.