



JOB DESCRIPTION

JOB TITLE: Coordinator of District Safety and Security

JOB SUMMARY: The Director will provide direction and operation of a comprehensive program for school security and personal safety and will coordinate District-wide programming services to ensure a safe and secure learning environment.

MINIMUM QUALIFICATIONS:

- Baccalaureate Degree
- Five years experience as a law enforcement officer and current certification as a law enforcement officer (DPSST)
- Knowledge in the area of crisis response management, risk identification and mitigation, and coordination with local agencies preferred
- Successful administrative experience

COMPENSATION:

- Contract 260 Days: Start Date July 1, 2018
- 2017-2018 Salary Range: \$68,337 – 75,449 plus benefits package
- This position is not part of a bargaining unit and reports directly to the CFO.

ESSENTIAL JOB FUNCTIONS

- Monitor security and safety programs to assure the programs meet instructional goals and promote a high level of educational, professional, and ethical standards. Define and integrate safety/security guidelines with key instructional objectives, policies, and regulations.
- Work with other District security staff to achieve stated objectives. Plan, budget, and supervise security and public safety activities.
- Assure that the safety/security policies of the District are in place by conducting surveys, inspections, and follow-up critiques. Maintain a District-wide record of security and personal safety incidents.
- Equip principals, teachers and staff to identify and refer students for social or emotional support.
- Monitor community crime and other trends that may impact school safety.
- Knowledge of social media threat monitoring and cyber threat prevention.
- Assure staff and students are provided with information, skills, and knowledge to help make themselves and their schools safe and secure. This will be accomplished through the development and implementation of appropriate in-service training, crime prevention, and personal protection, programs.
- Respond to police actions at District schools to assist in coordinating responses. Be available as final choice on security alarm responses for all campuses. Assist schools in the reduction of false security alarms.
- Assist Information and Technology on all security breaches by coordinating law enforcement responses.
- Assist Human Resources in regards to the unlawful conduct of staff members. Assist in insuring compliance with mandatory reporting.
- Assist the Business Office with fraud and data loss investigations both internal and external. Assist in data and financial security measures when necessary.
- Coordinate planning for emergency and disaster preparedness to include assistance in community notification and coordination and alignment of preparedness activities with partner agencies.

Job Description:

jkh:clm 03/15/2018

- Assist Community Involvement in education of our community in safe practices regarding students at home as well as in school.
- Provide a variety of comprehensive technology and centralized oversight for Life Safety Systems, excluding fire systems.
- Assist Community Involvement in education of our community in safe practices regarding students at home as well as in school.
- Develop, maintain, and update the Public Safety web page and emergency message board and other automated messaging systems.
- Assist Risk management with investigations of mutual interests. Also, provide assistance in reductions of incidents and liability.
- Coordinate assess and evaluate all electronic security system operations, malfunctions and improvements.
- Assess and evaluate all school crossings for safety considerations. Coordinate school crossing locations, school speed zones, signage and flashers with local transportation authorities.
- Coordinate assess, maintain, and collaborate to obtain a positive working relationship with the Gresham Chief of Police and the Clackamas & Multnomah County Sheriff Offices.
- Provide oversight to State and Federal grants as they relate to the responsibilities.

OTHER JOB FUNCTIONS:

- Attend meetings and conferences which promote professional growth and will benefit the District.
- Provide leadership and supervision to District administrators as assigned.
- Provide security services to school board members and for school board meetings on a need by need basis.

SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED:

- Considerable knowledge of applicable Federal, State, and local laws and ordinances.
- Knowledge of the principles and techniques of modern police investigation work.
- Ability to carry out investigations, evaluate pertinent facts, and form conclusions when all facts have been analyzed.
- Ability to obtain information through interviews, interrogations, and observation and research.
- Ability to prepare concise yet comprehensive reports
- Ability to speak clearly and establish good relationships with the public.
- Ability to operate assigned equipment skillfully, safely, and in conformance with applicable laws and regulations.
- Ability to work effectively with other employees, agencies, and officials and to deal firmly but courteously with the public.
- Physical strength and agility sufficient to perform the job duties as established by the District.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Gresham-Barlow School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups in any education programs, activities or employment. Gresham-Barlow provides equal access to individuals with disabilities.

Employee Signature

Date

Supervisor Signature

Date

Job Description:
jkh:clm 03/15/2018