

Vacancy Notice

Washington County Board of Education

Job title	<i>Director of Safety and Security</i>
Reports to	<i>Superintendent</i>
FLSA Status	<i>Exempt</i>

Classification: Classified	Term of Employment: 12 Months
CPI Job Code: 622	Salary Scale 4100, 5100

Job Summary

Designs, implements, and directs the safety and security operations of the school system and works proactively to ensure a safe and secure environment for all students, staff, and visitors.

Duties and responsibilities

- Direct, monitor, and evaluate all safety and security programs and functions affecting the operations and emergency preparedness of District campuses, facilities, students, staff and visitors.
- Work collaboratively with campus staff and other District departments to provide students and staff with high quality, safe and productive learning environments.
- Serve as liaison between the District and the local/state/federal law enforcement and emergency management departments.
- Work with district staff to develop, coordinate, implement and maintain operational, emergency preparedness and safety plans for all events including special and/or ad hoc events.
- Create and maintain all safety databases containing employee and student information to ensure up-to-date information is available for emergency notification processes.
- Maintain inventory and ensure appropriate operational maintenance of all safety equipment, including any weaponry owned by the district. Assign weapons to officers as required, including verification of required certification(s) to carry and/or use weaponry.
- Manage the installation and monitoring of all security cameras in the district. Coordinate with the Director of IT to ensure appropriate operation of technical aspects of camera systems. Ensure appropriate access levels are developed and assigned to District administration and first responders.
- Manage the district's radio operations and inventory. Ensure designated individuals have operational awareness of radio requirements and functions.
- Collaborate with District leadership and local Emergency Management regarding unanticipated school closures for weather or other unexpected events. Assist the Superintendent with communications to community, staff, and students related to school operations and/or closures.
- Direct the regular review and update of districtwide and campus specific emergency operations plans in conjunction with local law enforcement and emergency management departments.
- Coordinate emergency preparedness training and related activities with campuses and District departments and/or outside agencies to promote and/or test emergency readiness of various District components.

- Foster ongoing, positive relationships between the District and law enforcement, fire departments and emergency management departments.
- Attends safety conferences and leads meetings of various District stakeholders to make presentations concerning District safety and security efforts and/or to answer questions concerning specific events occurring within the District.
- Follow all rules, regulations, and policies of Washington County Schools and follow directives from supervisor.
- Provide risk and threat assessments throughout the District, as needed.
- Perform tabletop exercises with training opportunities as needed for current and new district administrative staff.
- Conduct regular safety walkthroughs with local law enforcement, EMS, GEMA, FEMA, Fire Inspectors, and school/department administrators. Remediate facilities as required to maintain compliance with safety regulations.
- Schedule, design, and conduct required and/or mandated safety related drills. Conduct debriefing exercises with district and law enforcement leadership and implement indicated changes to safety protocols.
- Address campus, parent, student, and community concerns and communicate as appropriate with District and school level administrators regarding safety and related concerns and solutions.
- Conducts routine safety and security assessments and patrols of district facilities. Ensures facilities are secure. Advises school administration of security lapses.
- Respond to emergency situations occurring on any school campus. Collaborate closely with campus administrator, SROs, and external law enforcement to define appropriate response. Define and lead implementation of District's role and response in heightened or extended circumstances.
- Coordinate closely with the Chief School Resource Officer to ensure the SROs are functioning in accordance with all required safety protocols and policies. Support all school resource officers and their supervisor to address all safety concerns within each building. Assist SROs with student issues as required or requested by school administration.
- Schedule and attend all safety meetings at each school or department. Attend other safety meetings within the community.
- Communicates district safety and security procedures to staff, students, and parents.
- Monitors anonymous reporting systems and social media as a component of threat assessment.
- Plan, develop, recommend, implement, and evaluate emergency preparedness plans, policies, procedures, and programs related to safety practices in schools and system facilities.
- Travel to off campus staff and student events as required.
- Perform other duties as assigned by Superintendent.

Qualifications

Minimum

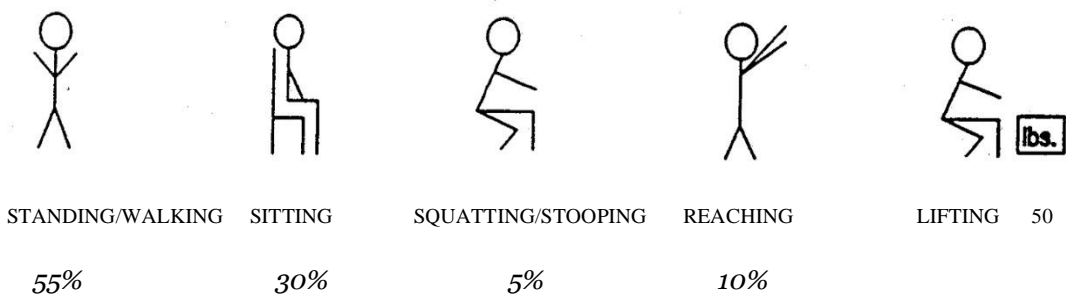
- Must successfully pass a criminal background check
- A minimum of 10 years of experience in law enforcement
- Current Certification by Peace Officer Standard and Training Council
- Advanced training and demonstrated proficiency in the use of deadly force, de-escalation techniques, use of agency-issued firearms, and deployment of tactical equipment
- Coursework, training or certification in public safety, school safety and security, emergency services, emergency management or related disciplines
- Proven ability to work collaboratively with personnel from varied law enforcement disciplines and agencies
- Strong organizational, communication, public relations, and interpersonal skills
- Exceptional writing and verbal communication skills, including in the context of drafting policies, procedures, training materials and informational reports
- Knowledge of emergency management/emergency preparedness methodology, preferably in a public school district or other governmental entity
- Strong knowledge of law enforcement, school security, and criminal justice procedures, practices and related codes and laws
- Working knowledge of security-related technology (camera systems, radios, alert systems, etc.) and automated security software systems
- Skilled in developing and providing training to small and large groups
- Successful experience with a law enforcement agency, governmental entity, or educational institution
- Proficiency with standard office technologies
- Valid Georgia Motor Vehicle Operator's license

Preferred Qualifications

- A Bachelor's degree or higher
- Advanced Law Enforcement Certification
- First Aid/CPR Certification
- A minimum of 5 years supervisory experience

Physical Requirements

The following figures convey the relevant and relative physical abilities an applicant or employee must possess in order to fulfill the job functions and duties:



How to Apply:

Internal candidates please send cover letter and updated resume to Human Resources Department attention Masha White or email to mwhite@washington.k12.ga.us

External candidates may submit a Washington County Board of Education application for employment, resume and three professional references to Masha White or email to mwhite@washington.k12.ga.us

Deadline to Apply: October 4, 2024

The Washington County Board of Education is an Equal Opportunity Employer