

## **9.4.01                      DIRECTOR OF SECURITY**

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**Reports To:**                Business Manager

**Dept/Campus:**            Arkansas High School

**Wage/Hour Status:** Exempt

**Length of Contract:** 240

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### **PRIMARY PURPOSE:**

Coordinate building safety and law enforcement throughout the district. Work in collaboration with the assistant superintendent and building principals to establish appropriate regulations, procedures, and plans to ensure safe and secure school facilities. Analyze, make decisions, and assume responsibility for the safety and security for the district on a 24 hour per day and seven day a week basis.

### **QUALIFICATIONS:**

#### **Education/Certification:**

Valid Arkansas driver's license

Arkansas Law Enforcement Officer Certified or eligible for certification

#### **Special Knowledge/Skills:**

Strong communication, public relations, organizational, and interpersonal skills

Ability to manage budget and personnel

Knowledge of overall operations of a police department and the criminal justice system

Knowledge of criminal investigation methods and techniques, police report writing, and criminal law

Training and ability to subdue offenders

Knowledge of Emergency Preparedness and Safety

#### **Experience**

Five years of experience in law enforcement

The Board may find appropriate and acceptable alternatives to the above qualifications.

### **EVALUATION:**

Directors employed by this district will be evaluated annually.

### **MAJOR RESPONSIBILITIES AND DUTIES:**

1. Maintain professional behavior, appearance, and work ethic to represent the school district in a positive manner at all times.

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2. Articulate a positive image of the school district and school district personnel.
3. Demonstrate effective customer service strategies to all district patrons.
4. Advise school administration on all security matters.
5. Be responsible for the preparation of the school district's security plans: coordinate procedures for locking and checking each district facility during hours when it is not in use; recommendations for the acquisition of security equipment that is appropriate to the needs of the schools.
6. Develop and administer the security department budget.
7. Evaluate the district's security program on a continuing basis and recommend changes.
8. Coordinate security as necessary at all public meetings, extracurricular activities, and events.
9. Review annually job description performance responsibilities of all school security personnel and recommend changes as necessary to meet school security needs.
10. Recruit, screen, assign, and evaluate personnel for the district's security staff.
11. Develop and administer in-service training for security personnel and other staff members.
12. Keep training up to date and accurate records for security officers, including commissioned officer training.
13. Serve as a resource person, as requested, to address student groups on various aspects of school security.
14. Act as a liaison with public safety authorities on all matters affecting school security.
15. Serve as the liaison to the Texarkana Arkansas Police Department and related agencies.
16. Oversee and direct the use of district surveillance system.
17. Oversee the use of the district alarm system (issue codes, etc.).
18. Serve as the District Safety Coordinator.
19. Conduct regular inspections of all campuses to ensure a safe and healthy workplace. Develop action plan to address/correct any deficiencies identified during inspection.

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20. Establish clear lines of accountability and command with the district's security department.
21. Develop campus and district safety plans that would help direct emergency response.
22. Develop a constructive, proactive departmental philosophy, establish attendance, dress, and performance objectives for security personnel, and develop operational procedures to guide personnel in the performance of their duties.
23. Direct the internal investigation of incidents involving students and personnel.
24. Coordinate district collaborative efforts with municipal agencies for accident investigations, law enforcement, traffic management, protection of property, and development of emergency plans.
25. Patrol areas of buildings, parking lots, and grounds to assure safety and security of students, faculty, staff, and other persons on campus.
26. Conduct annual active shooter drills and school safety assessments for all campuses in collaboration with local law enforcement and emergency management personnel.
27. Establish and maintain a district security/safety program including:
  - Appropriate lighting and signage;
  - Building alarm systems;
  - Building surveillance systems;
  - Student and personnel identification system;
  - Emergency plans for evacuations, lock-downs, and other crisis;
  - Safety/security orientation and training programs;
  - Effective deployment of safety/security personnel;
  - Coordination of services with law enforcement and other emergency agencies.
28. Perform other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES:**

Supervise and evaluate performance of police officers, security guards, and traffic control employees.

### **EQUIPMENT USED:**

District vehicles, firearms, handcuffs, various other police equipment, alarm systems, personal computer, and copier

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**WORKING CONDITIONS:**

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress; strenuous walking, standing, and climbing; ability to operate a motor vehicle; specific hearing and visual requirements; ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously; may be subject to adverse and hazardous working conditions, including violent and armed confrontations; work outdoors in varying climate conditions; drive in different areas of district at odd hours; on call 24 hours a day.

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Date Adopted: August 2, 2007

Last Revised: May 17, 2016

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

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Employee

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Date

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Supervisor

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Date