POSITION DESCRIPTION

TITLE: Manager of School Safety, and Security
LOCATION: Administrative Service Center (ASC)
REPORTS TO: Manager, Risk Management and Safety
DEPARTMENT: Human Resources

SUMMARY STATEMENT:
Under the direction of the Risk Manager, oversee the provision of a safe and secure working and learning environment for staff and students within the district. Provide supervision to Campus Security and assist in the coordination of school-based responses to emergencies. Provide technical support to security department staff, school staff, and administrators. Assist the district in the creation of a safe and secure culture where staff and students can succeed. Support the district’s goal of zero dropouts.

ESSENTIAL FUNCTIONS:
1. Provide daily supervision and scheduling for Campus Security to facilitate a safe and secure learning environment in all district facilities. Provide daily schedule and supervision of Campus Security.
2. Coordinate staff resources during emergencies or personnel shortages within the security department.
3. Provide training and records support for Campus Security.
4. Ensure appropriate coverage of security needs in the absence of the regularly assigned Campus Security. Act as a liaison between school personnel, district administrators, law enforcement, and other first responders to ensure adequate support services.
5. Ensure that proper coverage is maintained at a minimum staffing level for Campus Security.
6. In consultation with Risk Management Department, approve overtime for Campus Security when daily work requires an extension of their work day.
7. Provide interpretation of WAC, RCW, city ordinances, and state and federal statutes regarding security issues to administrators, Campus Security, and other district staff. Assist the Risk Management Department to establish, review, and maintain district procedures and regulations regarding security issues.
8. Provide technical assistance and support to Campus Security; orient and train new personnel.
9. Review and approve reports and documents completed by Campus Security to assure professional preparation, accuracy, completeness, and timeliness.
10. Act as department liaison to other agencies for routine contacts concerning daily operation of the department.
11. Attend and chair security related meetings.
12. Responsible for the evaluation of Campus Security. Request input on annual evaluation from school administrators.
13. Provide input on budget matters for the security department to the Risk Manager.
14. Resolve parental, staff, and patron concerns regarding the security department and its personnel.
15. Provide coordination and support of school emergency operations plans. Ensure that each site maintains a current plan, and provide education and training to support school compliance. Advise staff members of appropriate actions to be taken in given situations.
16. Implement and maintain crime prevention strategies, ensuring each school/site environment is evaluated, and make recommendations with budgetary impacts to Risk Management.
17. Provide timely and appropriate response to emergencies by assigning and delegating duties to Campus Security and being available to address concerns or questions should they arise. Respond to emergencies, and assure adherence to district policy and police procedures. Ensure timely
information on incidents that occur to appropriate departments, individuals in the district, and other law enforcement agencies.

18. Oversee the enforcement of local and state laws within the educational environment. Ensure proper investigation of criminal incidents referred by administrators and law enforcement agencies. Oversee charges and arrests of subjects who commit crimes against staff, students, or property. Refer cases to appropriate jurisdictions for court resolution. Testify, providing evidentiary or expert testimony in formal hearings or proceedings on behalf of the district. The focus should be on student retention.

19. Oversee the implementation and operation of the Rapid Responder system. Responsible for making sure the system is up to date throughout the school year and enter “drill” data at the end of the school year. Troubleshoot system difficulties with Rapid Responder staff.

20. Assist in the planning and operation of the district’s senior graduation ceremonies.

21. Responsible for maintaining and monitoring the district’s emergency reporting system through the phone system and SafeSchools Alert.

22. Conduct confidential investigations as requested into student and employee matters involving safety and security.

23. Perform other related duties as assigned.

**OTHER RESPONSIBILITIES:**

**PHYSICAL DEMANDS REQUIRED:**

<table>
<thead>
<tr>
<th>Vision (66-100%)</th>
<th>Bending (33-66%)</th>
<th>Speaking (66-100%)</th>
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<tbody>
<tr>
<td>Pushing/Pulling (33-66%)</td>
<td>Hearing (66-100%)</td>
<td>Sitting (33-66%)</td>
</tr>
<tr>
<td>Writing (66-100%)</td>
<td>Walking (33-66%)</td>
<td>Reaching (33-66%)</td>
</tr>
<tr>
<td>Acceptable Attendance</td>
<td>Lifting/Carrying Up to 50 lbs. (Up to 33%)</td>
<td>Climbing/Crawling (33-66%)</td>
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</tbody>
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Use of hands and/or arms for repetitive motion (66-100%)

**MENTAL DEMANDS REQUIRED:**

<table>
<thead>
<tr>
<th>Reading Documents (33-66%)</th>
<th>Customer Contact (66-100%)</th>
<th>Verbal Communication (66-100%)</th>
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<tbody>
<tr>
<td>Multiple Concurrent Tasks (66-100%)</td>
<td>Written Communication (33-66%)</td>
<td>Problem Solving (66-100%)</td>
</tr>
<tr>
<td>Constant Interruptions (33-66%)</td>
<td>Reasoning (66-100%)</td>
<td>Math (33-66%)</td>
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<td>Detail Work (66-100%)</td>
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Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously (33-66%) = Frequently (Up to 33%) = Occasionally

**TOOLS AND EQUIPMENT NECESSARY:**

IBM/PC (clone), 10-key calculator, telephone, copy machines, FAX machine, and all other tools and equipment necessary to perform the essential functions as listed above.

**MINIMUM QUALIFICATIONS:**

1. Demonstrated ability and aptitude to perform the responsibilities listed.
2. High school diploma or equivalent required. Prefer two years of college preparation in police science or a related field, or a minimum of five years of law enforcement experience. Preference will be given to candidates with law enforcement supervisory experience.
3. Prefer an individual who has completed a law enforcement Reserve Officer Academy or Regular Officer Academy. Prefer an individual who can secure a limited police officer commission through the Vancouver Police Department and the Clark County Sheriff’s Department.
4. Demonstrated ability to work in a positive manner with K-12 students, parents, staff, administrators, and community members and to establish effective working relationships and interact successfully with others.
5. Demonstrated successful experience developing and maintaining positive and professional working relationships with a diverse group of students, staff, volunteers, and the community in a confidential manner.

6. Demonstrated ability to assist others in resolving conflicts, including student-to-student conflicts, student-to-staff conflicts, and conflicts between other parties as appropriate.

7. Demonstrated ability to organize and prioritize workload for self and those supervised.

8. Demonstrated ability to successfully work independently as a member of a department and management team, and the capability to be flexible and adaptable as situations warrant.

9. Possess excellent oral and written communication skills.

10. Possess excellent computer skills; have knowledge of, and can use effectively, word processing and database software programs.

11. Possess a valid drivers’ license for use of a personal or district vehicle; maintains a good driving record.

12. Relate positively to youth and adults of varying socioeconomic, cultural, and ethnic backgrounds.

13. Experience in social justice, restorative practices, and de-escalation preferred.

14. Experience working positively with students who exhibit behavior issues in a K-12 environment preferred.

260-261 Days Per Year (Includes Holidays)
8 Hrs. Per Day

PSE: ___________________________ Date: ________________

District: ___________________________ Date: ________________

New
Revised Date: 03/04/2014
Classification: Management/Confidential
Class: ___________________________
Display on Web? Yes

Manager of School Safety, and Security