

Job Description

Job Title: Supervisor of School Security &
Emergency Management

Job Classification: Exempt

Supervisor: Executive Director, Secondary School Leadership

Pay Grade: 43

Contract Length: 245 Days

Job Summary

Position is responsible for developing, organizing, and managing the division's school safety and security program and emergency management operations. Position establishes and interprets security policies and procedures; evaluates the security program; prepares a budget; and develops a training program that meets or exceeds state requirements and industry best practices. Position develops and maintains division crisis and emergency plans; and as the senior division representative, leads all involvement with the Newport News Division of Emergency Management, to include planning and executing division response before, during and after disasters, emergencies and drills.

Essential Duties

1. Administers security policy, procedures and programs to ensure effective and professional security operations throughout the division
2. Is the primary school division representative for all city emergency management operations and functions, including serving in the Emergency Operations Center during disasters and crises
3. Coordinates with Principals to manage all school-based security officers
4. Determines any special security needs for public meetings or division-wide activities
5. Manages the hiring, training, assigning and evaluating of all security personnel
6. Works with the Purchasing Department to acquire security equipment that is appropriate to the needs of the schools and the division
7. Produces an ongoing staff professional development program for school security personnel that meets or exceeds state mandates and industry best practices
8. Develops procedures and protocols to prepare for, prevent, respond to and recover from emergencies and maintains the division Crisis Management Plan
9. Serves as the Unit Anti-Terrorism Officer for General Stanford Elementary School as required by Air Force and Army regulations
10. Administers the Security department budget
11. Identifies legal issues or concerns and researches and implements solutions
12. Serves as the project manager overseeing the maintenance, repair and development of the division's camera surveillance system
13. Serves as the primary school division liaison with local, state and federal public safety agencies on all matters related to school safety
14. Researches and applies for appropriate grant opportunities
15. Serves as the division "Contact Person" for the Department of Criminal Justice Services School Security Officer Database
16. Participates in training and professional development to increase individual skills and proficiency related to the assigned duties
17. Develops and implements prevention strategies in an effort to minimize the likelihood of school violence
18. Makes presentations to various community groups and organizations about school safety and security
19. Serves on committees, task forces, and special projects as assigned
20. Models nondiscriminatory practices in all activities

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Initiates and maintains effective liaisons with other school divisions, public safety agencies and professional societies to maintain a current knowledge of developments and research in the profession.
2. Performs and other related duties as assigned by the Executive Director, Secondary School Leadership

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimal Qualifications (Knowledge, Skills, and Abilities Required)

Bachelor’s degree from accredited college or university required (Master’s degree preferred). Degrees in Criminal Justice, Security Management, Homeland Security or a related field preferred. Certification as CPP is required within one year of the date of appointment. Additional certification in Emergency Management is preferred. Ten or more years of senior security or law enforcement leadership experience is required. Comprehensive knowledge of security management principles, best practices and related laws and policies required. Demonstrated ability to advise internal and external customers on matters of safety and security required. Demonstrated strong computer skills in MS Office 2007/XP required. Valid Virginia driver’s license with a positive point balance required.

Working Conditions & Physical Requirements

The physical requirements described herein are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions. Exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand; physical agility to lift and carry up to 50 pounds; to bend, to stoop, to sit on the floor, to climb stairs, to walk and reach overhead; safely drive and navigate streets and parking lots.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are usually performed in an office or school environment. Duties must occasionally be performed outdoors in all weather environments. The noise level in the work environment is usually moderate but may be extremely loud at times.

Supervision Exercised: Position provides overall supervision of the Security department.

Supervision Received: Executive Director, Secondary School Leadership

This job description in no way states or implies that these are the only duties to be performed by this employee. The Supervisor of School Safety & Emergency Management will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director, Secondary School Leadership or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date