



Title: Security & School Safety Manager

Qualifications:

1. Minimum of a Bachelor's degree in security management, emergency management, law enforcement, or a related field
2. Minimum of five (5) years of safety/security experience, with at least three (3) years in a supervisory or management role
3. Understanding of school systems and community resources
4. Knowledge of State and Federal laws, regulations, and policies guiding school safety and security
5. Experience evaluating emergency situations and demonstrating a calm leadership presence
6. Ability to build trust and positive working relationships with diverse groups including students, families, educators, emergency management personnel, first responders, and other community members
7. Strong oral and written communication skills
8. Advanced training or certification in safety, security, or emergency management (preferred)
9. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

Reports To: Director of Security & School Safety

Supervises: Personnel as assigned

Position Summary: The Security & School Safety Manager is primarily responsible for providing comprehensive oversight of the District's Security Officers and Districtwide campus security protocols.

Key Responsibilities:

1. Serves as the primary District-level liaison for campuses and provides oversight and guidance to frontline campus staff (Security Officers, Student Support Advocates, Hall Monitors, et al.) responsible for implementing the District's safety and security program.
2. Performs ongoing risk and threat assessments and continually refines the District's campus security program to ensure students and staff have safe, welcoming environments in which to work and learn.
3. Takes an active leadership role on the District's crisis response team.

Job Duties:

**Security & School Safety Management**

- A. Develops schedules and procedures for Security Officers' patrols of assigned campuses and surrounding areas during the school day and during off hours and monitors implementation.
- B. Develops schedules and procedures for Security Officers' inspection and monitoring of doors, windows, gates, etc. and other areas where security breaches are possible and monitors implementation.
- C. Develops schedules and procedures for Security Officers to detect and report fire and safety hazards, water leaks, malfunctioning equipment, etc. and monitors implementation.
- D. Develops Security Officer records and reports related to security incidents, issues, hazards, etc. at District facilities, monitors completion, and provides follow-up as needed.
- E. Develops procedures and training for Security Officers and other staff members regarding how to handle the presence of intruders and other unauthorized individuals and monitors implementation.

- F. In cooperation with building and District leadership, develops procedures and protocols for the use of a variety of security and safety equipment including metal detectors, security cameras, fire extinguishers, hand-held radios, etc. and monitors implementation.
- G. In cooperation with building and District leadership, develops procedures for protecting District property against vandalism and theft and monitors implementation.
- H. In cooperation with building and District leadership, provides guidance to Security Officers and other staff members who respond to incidents and intervene with students in a manner consistent with the law and Board Policy and monitors implementation.
- I. In cooperation with building and District leadership, develops schedules and procedures to prevent illegal parking, tampering with vehicles, and loitering in school parking lots and monitors implementation.
- J. Oversees traffic and crowd control at special events.
- K. Directs the District's response to fire and burglar alarms and summoning and communicating with police and fire department personnel as needed.
- L. Oversees the reset of alarm systems that were accidentally triggered and testing for proper operation as necessary.
- M. Coordinates with the Operations & Maintenance Department in the event of an alarm or security breach to ensure systems return to normal functionality and the facility is secure.
- N. Assists the administration, police, and emergency personnel in handling emergencies or other disruptive situations in a leadership capacity.
- O. Leads monthly meetings of all Security Officers, in cooperation with others.

**Acting with Integrity, Fairness, and In an Ethical Manner**

- A. Models the attributes of an effective District leader, including demonstrating ethical actions, positive demeanor, collaborative working relationships, and a connection to community agencies that support schools.
- B. Models a positive approach to interacting with all District staff.
- C. Exercises confidentiality and good judgement in all aspects of work.

**Other Responsibilities**

- A. Develops, complies with, and monitors budgets relevant to the areas of supervision.
- B. Complies with and ensures others comply with Federal, State, and local laws; regulations of the Illinois State Board of Education; and the District's Board of Education Policies.
- C. Develops department procedures and makes recommendations regarding District policies and negotiated agreements.
- D. Implements the District's supervision and evaluation program for all designated staff.
- E. Builds relationships with all staff members, promotes a team-oriented environment, and maintains high standards of accountability.
- F. Develops and maintains successful, cooperative relationships with personnel, union leadership, and the general public.
- G. Participates in professional growth opportunities (e.g., attends regional, state, and national professional conferences, reads professional publications, or enrolls in advanced courses).
- H. Performs all other duties necessary to the position and such other duties as may be assigned by the Superintendent.

Terms of Employment: Salary, fringe benefits, and work year as established by the Board of Education

Evaluation: Performance will be evaluated annually by the Director of Security & School Safety in accordance with the District's procedures for evaluation of District Support Personnel (DSP)

FLSA Status: Exempt

Status: Created August 17, 2022