

**Durham Public Schools**  
**Job Description**

**Operations Services**  
**Executive Director of Safety & Security**

**JOB TITLE:** Executive Director of Safety & Security

**REPORTS TO:** Deputy Superintendent of Operations

**SALARY:** Based on State and Local Salary Schedules

**STATUS:** Permanent, 12 months, Classified, Exempt

**SUMMARY**

The Executive Director of Safety and Security sets the overall strategic direction of the department and develops long-range goals and objectives in keeping with the district's vision, mission, values, and strategic plans. Additionally, the Executive Director works collaboratively with district leaders, school communities and authorities having jurisdiction to ensure students and staff have safe and secure environments in which to learn and work. The Executive Director also leads, collaborates, and coordinates with emergency responders from all levels of government during critical incidents that place life and property in danger. The Executive Director reports to the Deputy Superintendent of Operations.

**RESPONSIBILITIES & DUTIES**

Makes data-driven decisions about how to organize and align department and district resources to maximize the safety of students, staff and school/facility communities.

Proactively engages district and department leaders, principals and school communities in developing safety priorities and defining roles and responsibilities.

Provides leadership during critical incidents and collaborates and coordinates with local, state and federal agencies.

Develops and manages contracts with outside agencies to provide school security and safety services.

Advises and assists site-based administrators and department leaders in assessing and mitigating safety /security concerns.

Conducts site visits to assist principals with safety and security planning regarding issues on or near the campus.

Conducts educational programs for students, staff, parents and community members in the interest of crime and safety.

Works with other departments in securing grant funding that supports school and district safety initiatives.

Prepares and reports on school/district safety and security to principals, district leaders, and the Board of Education.

Collaborates with internal and external personnel in planning a standardized response to critical incidents in accordance with state and federal Incident Command System models.

Works collaboratively with departments and staff to provide leadership regarding capital needs and long-range planning.

Monitors school and site compliance with required safety and security drills.

Reviews information and stays abreast of guidelines and new developments issued by the Department of Homeland Security, FEMA, NC Department of Public Safety, NC General Assembly, NC Center for Safer Schools, and other local state and national organizations regarding protocols, procedures, and best practices.

Serve as a resource to district and school-based Threat Assessment Teams.

Manages the collection of suspension, crime and violence, and other related data mandated by state and federal reporting requirements.

Partners with development and planning teams to determine security equipment needs and maintain service plans and procedures for the equipment.

Responds to legal documents and requirements for the preservation of security camera footage.

Prepares and administers the department budget.

Reviews, develops, and refines safety and security operations manuals and procedures.

Performs other duties as assigned by the Deputy Superintendent of Operations.

### **MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS**

Bachelor's Degree in emergency management, public administration, educational leadership, criminal justice, public safety, law enforcement or related field with at least 5 or more years of progressive experience of management of safety and security, and emergency management programs and or personnel. Master's degree preferred; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities necessary to properly

execute the duties of the Executive Director of Safety and Security. Broad leadership experience at multiple levels preferred. Must hold or be able to secure within the first six months of employment, current certification(s) in Emergency Management from FEMA or similar agency/authority.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Position requires access and responsiveness 24 hours a day, seven days a week, particularly but not limited to emergency situations.

Innovative thinker and leader who challenges the status-quo to think more critically and inspires high performing team execution.

Ability to manage ambiguity and demonstrates resilience and change agility to drive results in a highly regulated environment.

Ability to contribute to the development and implementation of the district's strategic plan.

Ability to articulate and execute on a strategic vision at the department level that supports the overall district vision/strategy, while at the same time ensuring quality tactical implementations are achieved.

Strong results orientation: ability to remove obstacles and hold people accountable for achieving challenging district results.

Experienced research work including analyzing reports and data reconciliation.

Strong customer focus and service orientation - Ability to present ideas in user-friendly language to non-technical staff and end users.

Strong leadership abilities including mentoring, coaching, collaborating, and team building.

Strong analytical, planning, and organizational abilities to manage competing demands.

Strong knowledge and understanding of district need with the ability to establish/maintain high level of customer trust and confidence.

Strong interpersonal, oral and written communications with experience interacting with individuals at all levels including the executive level and elected officials.

Must have maintain a valid North Carolina driver's license.

**PHYSICAL REQUIREMENTS**

Must be able to exert up to 50 pounds of force occasionally and/or a negligible amount of force to move objects constantly; work considered light work. Light work requires walking or standing to a significant degree.

**DISCLAIMER**

The statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.

**I, the undersigned, acknowledge that I have read and understand the requirements of my job description as contained herein and described by my supervisor.**

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Employee Signature

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Date