



Professional – Job Description

Job Title: Director of Safety Initiatives

Pay Grade: PA 9

Min \$96,177/Mid \$114,496/\$132,816

Reports To: Superintendent of Schools

FLSA Status: Exempt

Dept./School: Superintendent's Office

Minimum Duty Days: 226 days

Primary Purpose:

The purpose of this position is to provide improvements to the safety and security of all campuses by supporting resource and process development, data/information tracking, monitor compliance with district standards, and manage safety-related grants. The Director also serves as a liaison to various agencies and assists in after-action analyses of critical incidents.

Minimum Requirements:

- Bachelor's degree in criminal justice from an accredited institution
- 10 years of relevant combined experience in law enforcement, military operations, and emergency management.
- TCOLE Certified Basic Peace Officer
- Valid Texas Driver's License (keep current during course of employment)

Preferred Requirements:

- Master's degree in criminal justice from an accredited institution
- 15 years of relevant combined experience in law enforcement, military operations, and emergency management

Certifications:

Certification in one or more of the following:

CERT-Community Emergency Response Team, EPCP-Emergency Preparedness Certificate, TPCL-Texas Peace Officer License, NIMS-National Incident Management System, or FEMA-Federal Emergency Management Agency Certificate

Special Knowledge/Skills:

- Demonstrated communication skills, both written and oral (English/Spanish preferred).
- Demonstrated organizational skills.
- Demonstrated proficiency in technology and computer applications including Microsoft office and Google.
- Demonstrated ability in working collaboratively with other, possessing strong people skills.
- Knowledge of school safety and security practices.
- Adept in conflict resolution.
- Proficient in emergency/crisis communications.
- Proficient in building effective working relationships with all stakeholders.
- Strong presentation skills and experience in developing and presenting professional development sessions related to safety.
- Demonstrated project management competency with the ability to monitor and support multiple projects simultaneously
- Demonstrated change management competency with the ability to monitor and support multiple projects simultaneously.
- Ability to gain competency in operating District camera system.
- Demonstrated competency in planning, training and exercise development.
- Clearly understands the nuances associated with establishing and maintaining effective security in an education environment.
- Ability to work independently and as a team leader under stress and crisis conditions.

Major responsibilities and duties:

1. Identifies, assesses, and mitigates risks related to safety, security, and operations.
2. Assists in developing and coordinating mandatory safety/security training and drills.
3. Respond to emergency situations during and after standard operating hours for the purpose of resolving immediate safety concerns.
4. Participate in development of the District's disaster plan and be prepared to take an active role in responding to emergencies as needed.
5. Perform disaster duty when needed.
6. Ensures compliance with TEA security and safety audits.
7. Provides guidance with District Vulnerability Assessments and Emergency Operations Plans.
8. Manage the District incident tracker; conduct trend and predictive analysis and apply to future strategy, tactics, techniques and procedures.
9. Assists in overseeing emergency management operations for safety initiatives.
10. Conducts security assessments and prepares reports with recommendations.
11. Update the Emergency Management Plans and share updated with administrators
12. Develops, monitors and implements safety grant budgets and its requirements.
13. Coordinates school safety initiative plans for campuses.
14. Assist building principals and other administrators and/or supervisors in implementing the district's safety and security program.
15. Observe and provide feedback on District safety practices, including drills, exercises, and other similar activities at assigned campuses.

16. Facilitates emergency preparedness meetings with school administrators and personnel.
17. Facilitates effective After-Action Reviews after all real-world incidents and drills.
18. Partners with city, county, and state agencies on emergency management planning.
19. Serves as one of the district liaisons with law enforcement and first responders.
20. Ensures Law Enforcement (LE)/First Responder familiarization with the schools.
21. Ensures collaboration with LISD PD and other responder agencies.
22. Responsible for properly maintaining District records, adhering to all policies set forth by the district for records maintenance and learning the records retention schedule for department records.
23. Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

- Maintain emotional control under stress
- Work with frequent interruptions
- Moderate lifting and carrying
- District/Statewide travel
- Prolonged sitting, standing, and walking
- Hearing, speaking clearly
- Working alone
- Working prolonged or irregular hours

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

I hereby acknowledge that I have received a copy of my job description and understand its content.

Employee Name (print)

Employee Signature

Date