QUALIFICATIONS:
1. High School Diploma or GED Equivalent.
2. Minimum of 5 years’ experience in electronics or an Associates degree or higher preferred.
3. Must be self-motivated with a strong work ethic, devoted to excellence and positive attitude.
4. Must be able to pass all district pre-employment requirements including criminal background check and drug screening.

REPORTS TO: Director of Central Operations and Maintenance

JOB GOAL: To direct the safety needs of the district in coordination with district security personnel and building administration. This includes providing effective monitoring of all campuses Emergency Management procedures, entry control, fencing, gates and other areas needed to ensure the safe daily operation of district facilities. This position also provides recommendations and monitoring of safety related training for all district personnel and students.

TYPICAL DUTIES AND RESPONSIBILITIES: Such duties and responsibilities as may be assigned, including but not limited to:

1. Regularly assess building and district level security management programs and physical safety.
2. Implement best safety practices based on assessments and other resources such as site review from other entities such as Homeland Security, FBI, and local emergency management authorities.
3. Provide initial and follow-up safety training to all staff as needed throughout the year.
4. Coordinate safety training for students that will enhance the educational process.
5. Coordinate and document exercises to test emergency plans.
6. Implement and/or maintain mass communication systems at both the building and district level.
7. Create and monitor crisis response kits as needed for effective management of a major critical incident.
8. Disseminate detailed and comprehensive security awareness information with appropriate stakeholders through regular meetings.
9. Maintain a good working relationship with local and state emergency management agencies to ensure efficient and effective crisis response.
10. Advise and assist in the design, implementation and maintenance of safety related capital improvements to all district facilities.
11. Attend training and seminars to maintain awareness of current best practices related to safety of educational facilities.
12. Establish protocols for securing facilities daily (during and after hours) as well as during extended holiday shutdowns.
13. Performs other tasks, as assigned by the Director of Central Operations and Maintenance; as designated by the Superintendent.
14. Demonstrates prompt and regular attendance.

**TERMS OF EMPLOYMENT:** As determined by the Board of Trustees. This is an “at-will” position reporting 240 days per year.

**EVALUATION:** Annually