



RICH TOWNSHIP HIGH SCHOOL DISTRICT 227

Position Description

POSITION TITLE:	Director of Security
REPORTS TO:	Assistant Superintendent for Finance and Operations
CATEGORY:	Administration/12 Months/IMRF
FLSA:	Exempt
SALARY:	Regionally Competitive

Summary: The Director of School Security is a dynamic student centered individual who is responsible for facilitating the development and maintenance of safe, secure school facilities conducive for learning and working. The Director serves as the leader of the District in implementing best practices, problem-solving, and facilitating planning related to school safety within all District facilities. The Director works hand-in-hand with security personnel, building principals, and district administration to effectively develop and execute security and safety functions of all students, staff, and stakeholders

Essential Functions

- Work cooperatively with school administrators, school security officers and support staff to maintain 24-hour safe and secure school environments
- Improve community relationships and provides a voice to community constituents aligned with policy and strategic initiatives
- Coordinate active shooter drills, canine searches in collaboration with the AP of Operations
- Provide behavioral threat assessment of campus
- Recruit security officers to work events and on campus
- Enforce policies in the student handbook in collaboration with the Deans Office
- Maintains confidentiality of student and staff records
- Assess conditions of camera room, electronic surveillance equipment, and other building security equipment (e.g., two-way radios and metal detectors)
- Ensure the cataloging and saving of data, evidence, surveillance, and reports
- Assist District administration in identifying safety and security needs throughout the campus
- Develop, plan, and execute District-wide training, professional development, and learning regarding safety and security, active shooter drills, crisis planning, and school evacuation drills
- Maintain effective records and logs of applicable occurrences, events, and activities
- Instruct building employees on various safety, security, and job-related topics as suggested by any member of the Rich Township High School District 227 organization

- Support building employees in developing and monitoring schedules for all Security Team Members
- Serve as the primary contact and conduit of information among District administration, external security agencies, SRO's, security leads and security liaisons and staff for District-wide events, crises, and strategic planning.
- Engaged in community events and outreach work
- Communicate relevant information from local police municipalities to district building administration.
- Provide professional development for security staff
- Present to the Board of Education
- Work with campus administration to develop an incident matrix to monitor incident data and to create intervention plans in alignment with goals to decrease the number of incidents
- Other duties as assigned

Qualifications/Requirements:

To be considered for this position, the candidate must possess the following required education, certification, skills, experience and/or qualifications:

- Bachelor's Degree Required
- Experience working in a high school setting
- FOID card required
- Peace officer for the State of Illinois or retired peace officer
- Experience in security management required
- 7+ years of experience as a law enforcement officer Required
- Proficiency in analyzing security needs of the premises of a sizable organization
- Ability to read and interpret data and data analysis.
- Proficient in using technology: competent computer skills and various software database programs
- Ability to read and interpret blueprints
- Successful experience working with diverse populations and school-aged youth
- Residency within community boundaries preferred
- Knowledge of the community
- An understanding of the grant writing process preferred

The successful candidate for this position should also possess the following desired skills, experience and/or qualifications:

- Post-secondary education in Criminal Justice preferred
- Proficient use of electronic surveillance equipment
- Supervision and training of security personnel

Working conditions

Mental demands/Physical demands/Environmental factors

- Maintain emotional control under stress.
- Limited travel is required.
- Occasional prolonged and irregular hours.
- Stand, walk, crouch, and do moderate lifting up to 30 lbs.
- Knowledge of multimedia equipment and current security technology.

Evaluation

Performance of this job will be evaluated in accordance with provisions of the Rich Township High Schools District 227 Board's policy on evaluation of personnel.

Note: This job description is designed to provide guidelines and direction for accomplishing goals and objectives. It covers the essential responsibilities and activities involved in the effective execution of this position. It is not all encompassing or all exhaustive.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position may perform additional duties.

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