



# TALENT MANAGEMENT

## Job Description

### Job Description Reference Guide San Antonio Independent School District

SGR executive search firm is leading the recruitment efforts on behalf of SAISD for the Deputy Chief of Police position. If you or someone you know may be interested in this opportunity, please click the link below for more information.

<https://www.governmentresource.com/executive-recruitment/open-recruitments/san-antonio-isd-tx-deputy-chief-of-police>

<b>Position Title:</b>	Deputy Chief of Police
<b>Job Title:</b>	Deputy Chief of Police
<b>Function:</b>	Security
<b>Family:</b>	Police

<b>Reports to:</b>	Chief of Police	<b>Pay Grade:</b>	X8
<b>Terms of Employment:</b>	<ul style="list-style-type: none"><li>245 days per year.</li><li>Non-Chapter 21 employment agreement.</li><li>Salary is in the Administrative Management Job Group X8 on the SAISD Compensation Plan.</li><li>Entry salary is at \$84,525.00 with consideration for directly related experience.</li></ul>	<b>FLSA Classification:</b>	Exempt
<b>Funding Source:</b>	This position is locally funded.		

San Antonio Independent School District ranks third in student population among the 15 Bexar County-area school districts and is the 13th largest of Texas' 1,057 school districts. Of the 53 school districts in Texas with more than 25,000 students, San Antonio ISD has had the largest improvement in the student achievement domain and the second largest in student progress and has been recognized as one of the fastest improving school districts.

Our primary purpose of improving lives through a quality education is driven by an unrelenting determination to graduate all our students and prepare them for success in higher education. Our fundamental beliefs, commitments and core values guide us in our daily practices.

San Antonio Independent School District Police Department is a group of approximately 89 dedicated professionals composed of sworn peace officers, access control/security, dispatchers and clerical staff. The department is committed to supporting the District's mission, by providing service-oriented enforcement of law, maintaining the peace and protecting our school community. Officers of the San Antonio Independent School District are licensed peace officers of the State of Texas, have full arrest powers and all rights, privileges, and immunities like municipal police officers. These officers remain at the school during the day, afternoon and night patrol. The focus of all staff is to work as a positive influence on children and protect the schools by providing a safe learning environment.

#### **Job Scope**

Oversees daily operations of multiple departments or campuses within a specific segment of the district. Develops long- and short-term strategies and oversees implementation of them. Responsible for implementing cost saving procedures while increasing performance using multiple inputs and measuring outputs. Will adhere to the execution of district-wide policies, procedures, and programs. Manages multiple development and planning matters within scope of direction.

#### **Position Summary**

The Deputy Chief of Police serves as the operational manager of the district's police department. Reporting directly to the Chief of Police, this position will be responsible for the operational direction and leadership of the department. Additionally, this position will be entrusted to oversee training, policies, and compliance for all



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department staff. Participates in command decisions of the department, serves as the Acting Chief of Police in the absence of the Chief, and may be the Incident Commander during major events.

#### **Essential Functions / Key Responsibilities**

- Represent the interests and positive image of the SAISD Police Department.
- Knowledge of Texas State Penal Code, Code of Criminal Procedure, Business Code, Health and Safety Code, federal statutes, criminal/accident investigation, traffic laws, family code, safe use of various chemicals in accordance with OSHA/MSDS, and services/procedures of various law enforcement agencies and administrative.
- Skills in typing, computer use, TELETs operation, crime scene photography and fingerprinting, evidence lab operation, use of technological investigative equipment, and good oral/written communication.
- Ability to create business letters, police reports, memorandums, executive summaries search warrants, graphs, charts, and power point presentations.
- Ability to speak and present information to small and large groups.

#### **Working Conditions**

##### **Work Environment:**

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc).

##### **Physical Demands/Requirements:**

- Maintain emotional control under stress; work with frequent interruptions/deadlines; frequent sitting, standing, walking, climbing, balancing, pulling and pushing; reaching, repetitive hand motions, hearing, speaking clearly, visual acuity and prolonged data input; occasional lift/carry light, moderate 15-44 pounds.

#### **Supervisory Responsibilities / Direct Reports**

- SAISD Police Department staff

**It is the policy of San Antonio ISD not to discriminate on the basis of race, color, religion, national origin, age, sex, gender identity, gender expression, sexual orientation or disability in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended, and SAISD's board policies DIA, FFH, and FFI.**

Employee Signature: .....

Date: .....



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1. Oversee and direct the activities of the police department assuring safe environments while supporting district mission.
2. Direct the operational activities of each division focusing on daily operations, stakeholder concerns, District Administration concerns, requests, emergency management plans, records management, operational/legal compliance with Federal/State/local laws and statutes, and liaison to District Administration.
3. Participate in budget preparation and allocation, prepares for board agenda, review and authorize payroll, overtime, and off-duty employment hours.
4. Represent the Department at community and business meetings to promote the Department and District mission and goals to foster mutual trust between the community and the Police Department.
5. Responsible for ensuring compliance with Department policies and procedures by personnel under his/her supervision; conducting audits of operations and making recommendations for improving productivity and increasing efficiency.
6. May act as the Chief of Staff to the Office of the Chief of Police in her/his absence and may perform related functions in that capacity.
7. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

#### Minimum Requirements

- Bachelor's degree from an accredited college or university in Criminal Justice, Public Administration, or related field or 4 years equivalent experience.
- 10+ years in law enforcement to include:
  - 3 years of progressively responsible law enforcement experience as a Lieutenant or higher Command staff level position.
- 6+ years of progressive leadership experience to include:
  - Planning, Organizing, Staffing, Directing, and Managing employees or teams.
  - Coaching, Mentoring, Developing, and Performance Managing employees or teams.
- Licensed Texas Peace Officer
- Master Peace Officer Certification by the Texas Commission on Law Enforcement
- Candidate must have satisfactory outcome of drug testing, medical, and psychological screening process or within 180 days from day of hire, candidate must receive a satisfactory outcome of drug testing, medical, and psychological screening process.
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the applicant

#### Preferred Requirements

- Master's degree from an accredited college or university in related field.
- 15+ years' experience in Law Enforcement.
- Minimum of 5 years Command Staff Lieutenant or higher experience.
- Experience working in a K-12 environment.

#### Knowledge, Skills & Abilities

- Demonstrate core values of Integrity, high expectations, commitment, respect, dedication to teamwork and passion for a student-centered environment.
- Demonstrated knowledge of law enforcement practices, philosophies, procedures, and legal issues, particularly relating to law enforcement duties and responsibilities