



Youngstown City School District
Security Specialist
Job Description

Position: Security Specialist
Status: Exempt Professional II
Reports to: Business Manager and Chief of Staff
Supervises: Security personnel, including building-based security staff and contracted security services
Department: Operations
Work Days: 260 days

Position Summary

The Security Specialist serves as the district's lead authority on all matters related to school security and safety, ensuring a secure and orderly environment for students, staff, and visitors. This position supervises daily security operations, develops protocols, coordinates with law enforcement and emergency services, and ensures compliance with district policies and applicable laws. The Security Specialist reports directly to the Business Manager and plays a critical role in operational planning, emergency response, and preventative safety measures.

Essential Duties and Responsibilities

- Develops and implements district-wide safety and security plans, procedures, and training.
- Supervises and schedules security personnel across the district, ensuring adequate coverage and responsiveness.
- Works with the Business Manager to align security operations with district goals and budgetary constraints.
- Coordinates with local law enforcement, first responders, and emergency management agencies.

- Oversees the maintenance and monitoring of security systems, including cameras, entry systems, and alarms.
 - Investigates incidents and threats involving safety concerns or breaches.
 - Conducts regular security audits of buildings, campuses, and transportation operations.
 - Leads the district's crisis response initiatives and assists with emergency drills and lockdowns.
 - Provides reports and recommendations to the Business Manager on security performance, staffing needs, and capital improvements.
 - Ensures staff are trained in safety protocols, de-escalation strategies, and compliance with district policy and state law.
 - Participates in planning for large-scale district events requiring security oversight.
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Qualifications

- Bachelor's degree in criminal justice, public safety, or a related field (required).
 - Minimum of five years of experience in law enforcement, school security, or a related safety role.
 - Supervisory experience is strongly preferred.
 - Strong working knowledge of school safety policies, emergency management protocols, and applicable laws.
 - Excellent interpersonal, communication, and leadership skills.
 - Ability to remain calm in high-pressure situations and make sound decisions quickly.
 - Ability to work flexible hours, including evenings and weekends as needed.
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Licenses/Certifications

- Valid Ohio Driver's License

- OPOTA certification or equivalent law enforcement/security credential (preferred)
 - FEMA/NIMS incident command training (preferred)
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Working Conditions and Environment

- Work is performed both indoors and outdoors in various weather conditions.
- Must be able to walk, stand, and patrol buildings and grounds for extended periods.
- Occasional lifting (up to 25 lbs), climbing stairs, and responding to emergencies may be required.