



**Youngstown City School District
Exempt Secretary - Security Department
Job Description**

Position: Exempt Secretary - Security
Status: Exempt - Administrative Support
Reports to: Security Specialist (with dotted - line support to the Business Manager)
Department: Operations - Security Division
Salary Schedule: A08
Work Calendar: 260 days

Position Summary

The Exempt Secretary – Security provides high-level administrative, technical, and operational support to the Security Specialist and the district’s Security Department. This position manages confidential safety and security documentation, coordinates School Resource Officer (SRO) scheduling, maintains detailed spreadsheets and departmental data, supports building administrators with compliance requirements, and serves as a communication hub between security personnel and district leadership. The role requires exceptional professionalism, accuracy, and the ability to maintain composure and sound judgment in high-stress or crisis situations.

Essential Duties and Responsibilities

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- Provide executive-level administrative support to the Security Specialist.
- Maintain organized digital and physical filing systems for confidential documentation.
- Prepare correspondence, compliance reminders, reports, and communications.
- Monitor department email accounts and ensure timely response.
- Create and maintain the master SRO schedule.
- Track assignments, substitutions, and event coverage.
- Maintain electronic records of district events requiring security.
- Serve as liaison between Security and building administrators for state/board-required documents.
- Coordinate and ensure compliance of all safety drill documentation with building administrators.
- Track Emergency Operations Plans (EOPs), compliance forms, and safety requirements.
- Maintain spreadsheets and compliance tracking logs.

- Support digital systems including access control, visitor management, and safety documentation.
 - Manage district radio inventory, assignments, and issue reporting.
 - Communicate professionally with administrators, staff, and law enforcement partners.
 - Maintain composure in high-stress or urgent situations.
 - Assist with district-wide safety initiatives.
 - Perform other duties as assigned.
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Qualifications

- High school diploma or equivalent.
- Strong proficiency in Google Sheets, Excel, Google Workspace, and Microsoft Office.
- Strong written and verbal communication skills.
- High level of confidentiality, professionalism, accuracy, and follow-through.
- Ability to remain calm and organized during high-stress situations.
- Excellent attendance and punctuality.
- Ability to manage multiple deadlines and high-volume workloads.

Qualifications - Preferred

- Bachelor's Degree preferred.
 - Experience in school district operations, security, or law enforcement support.
 - Experience coordinating schedules or logistics.
 - Familiarity with Raptor, access control systems, and radio communication practices.
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Key Competencies

- Professionalism & Confidentiality
 - Technical & Computer Proficiency
 - Communication & Interpersonal Skills
 - Organization & Time Management
 - Accuracy & Attention to Detail
 - Crisis Composure & Decision-Making
 - Dependability & Attendance
 - Adaptability & Responsiveness
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Work Environment & Physical Requirements

- Office-based with frequent computer use.
 - Occasional lifting of up to 25 pounds.
 - Building visits may be required.
 - Must maintain calm communication during urgent or crisis situations.
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Performance Expectations

Performance will be evaluated based on:

- Accuracy and timeliness of SRO scheduling.
- Audit-readiness of compliance documentation.
- Responsiveness to administrators.
- Quality of spreadsheets and reporting.
- Professional conduct and confidentiality.
- Attendance and dependability.

The Youngstown City School District is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

This Job Description is not a complete statement of all duties and responsibilities comprising the position. Signing this form indicates that you understand the job requirements and are willing and able to perform the duties as assigned.

Employee Name: _____

Employee Signature: _____ **Date:** _____