

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### EXECUTIVE DIRECTOR OF SAFETY SECURITY & EMERGENCY MANAGEMENT

**SALARY SCHEDULE:** ADMINISTRATIVE A

**COST CENTER:** Department of Safety, Security & Emergency Management (9035)

**QUALIFICATIONS:**

- (1) Master's degree from an accredited educational institution.
- (2) Minimum ten years' experience in the field of school security, homeland security and/or public safety.
- (3) Minimum five years' experience as an administrator in any of the aforementioned fields.
- (4) Demonstrated mastery of key principles and best practices in the fields of school safety and security, public safety, law enforcement, homeland security, infrastructure protection, and emergency management.
- (5) Demonstrated mastery of risk-, vulnerability- and threat-assessment methodologies.
- (6) Demonstrated understanding of the All-Hazards-Approach to emergency management.
- (7) Possess a valid driver's license.
- (8) U.S. Citizen.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of latest research, major themes and current trends in school safety, security, public safety, homeland security, risk and vulnerability assessment, and disaster policy. Ability to implement a systems approach to school safety and security methodologies and public safety strategies. Knowledge of and ability to implement effective planning and operational strategies in the areas of school safety and security, public safety, law enforcement, hazard identification, preparedness, mitigation, response and recovery. Knowledge of and ability to integrate school protective strategies with federal, state and local practices. Ability to analyze and interpret professional periodicals, professional journals, technical procedures, and governmental regulations. Ability to identify and establish priorities and remain effective in a number of school-related domains. Ability to plan and manage a department financial budget. Ability keep the school district safe while advising district and school administrators on safety procedures. Ability to research, write, and evaluate policies, procedures, rules and regulations. Ability to work with and advise the superintendent, administrators, principals, school personnel and stakeholders on safety procedures. Ability to understand and work with a wide variety of school safety technologies and software programs. Ability to coordinate and work with diverse community representatives, including federal, state, and local agencies. Knowledge of and ability to interpret Florida state statutes, school laws, and School Board policies.

**REPORTS TO:**

Superintendent or designee

#### JOB GOAL

To ensure that the Sarasota County School District creates and maintains a safe and secure learning and workplace environment for students, staff and visitors.

**SUPERVISES:**

Chief of Police  
Security Managers  
Assigned Staff to Cost Center 9035

**EXECUTIVE DIRECTOR OF PUBLIC SAFETY (continued)****PERFORMANCE RESPONSIBILITIES:**

- \* (1) Serve as the Superintendent's primary advisor on all matters relative to school safety/security, public safety, law enforcement, and emergency management.
- \* (2) Direct and supervise a comprehensive, system's approach to school safety/security, public safety, law enforcement, and emergency management.
- \* (3) Direct and supervise all law enforcement activities and ensure that district law enforcement policies, practices, and standard operating procedures comport with federal, state and local laws.
- \* (4) As necessary, serve on various federal, state, and local government committees, task forces and other groups.
- \* (5) Direct and supervise a system's approach to technological solutions, building- and human-protection strategies, and access-control plans.
- \* (6) Identify, implement and evaluate policies, procedures and best practices associated with school safety/security, public safety, law enforcement, and emergency management.
- \* (7) Serve as the primary safety, security, law enforcement, and emergency management official for the school district.
- \* (8) Serve as the district's senior liaison between the school district and outside emergency response and law enforcement agencies. This includes federal and state agencies in the emergency services and homeland security professions.
- \* (9) Direct and supervise the district's criminal history background screening of all employees, contractors, vendors and volunteers.
- \* (10) Direct and supervise the district's badging requirements and Visitor Management System (VIMS).
- \* (11) Direct and supervise the design, implementation, and activities of Safety Committees and Threat Assessment Teams.
- \* (12) Direct and supervise the required annual safety briefings and training at all schools and departments. Assist schools and District departments to design and conduct annual safety briefings and training.
- \* (13) Direct and supervise the annual physical audits and safety/security assessments of all schools and buildings in the District. Recommend corrective action to the superintendent as appropriate.
- \* (14) Coordinate and approve the safety, security and emergency response requirements for special events.
- \* (15) Oversee emergency management requirements associated with the opening of schools as shelters during emergencies.
- \* (16) Assist the Safe and Drug Free Schools in the implementation of programs.
- \* (17) Assist in grant-writing procedures for securing additional monies.
- \* (18) Oversee the on-site security guard residency options at all district schools.
- \* (19) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.
- \* (20) Sustained focus and attention to detail for extended periods of time.
- \* (21) Perform other safety, security, public safety, law enforcement, and emergency management duties as assigned.

**PHYSICAL REQUIREMENTS:**

Indoors and outdoors. Police officers are expected to work in a number of varying weather and environmental conditions. A work day may include morning, day and night hours. A day's activities may include standing, walking, running, bending, climbing, stooping, pushing, pulling, lifting, reaching, and sitting. Normal dexterity, visual acuity (with or without corrective lenses), hearing, talking, shouting, and firm grasping are also required to carry out essential functions. At times, physical resistance from active subjects may be encountered. Police officers are expected to be able to operate efficiently throughout the entire Use of Force Continuum.

**TERMS OF EMPLOYMENT:**

**EXECUTIVE DIRECTOR OF PUBLIC SAFETY (continued)**

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of work year and hours of employment shall be established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 10**

\*Essential Performance Responsibilities