



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

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| Position Title: | Divisional Director – Director of School Security |
| Payroll/Personnel Type: | 12 Month |
| Job #: | 8363 |
| Reports to: | Superintendent or Designee |
| Shift Length: | 8 Hour Day |
| Union Eligibility: | Not Eligible |

Position Summary:

Perform the duties required to provide leadership, management, and supervisory skills to ensure the delivery of services to students, teachers and administrator. The work involves responsibility for overseeing and supervising school buildings and grounds security functions both during and after normal school hours. Under the supervision of the School Superintendent and/or designee has the responsibility for planning and overseeing security throughout the district, including vehicular and foot traffic flow in and around school buildings in accordance with established procedures outlined by the Board of Education. Supervision is exercised over the work of a security staff. Does related work as required.

Essential Functions:

- Responsible for emergency response training for all District employees and students
- Responsible for review and updates to emergency management plans districtwide
- Liaison to law enforcement regarding criminal and gang intelligence which may impact student safety and campus operations
- Support for building administrators within critical incidents and appropriation of resources for response
- Coordination of metal detection search requests as needed
- Selection, oversight and support of electronic visitor management system
- Selection, supervision and screening of anonymous tips
- Recruitment, selection, discipline and retention of District security staff
- Daily audit of the networked security surveillance cameras located throughout the District facilities to verify that all assets are current and operational
- Identification of inoperable security equipment and direction of immediate repairs by technicians
- Perform comprehensive review of all new building requests for additional security surveillance camera installations and justification of assignment of assets
- Review, selection and standardization of security equipment utilized to expedite and control repair and replacement costs
- Review and approval of video surveillance footage requests, including law enforcement requests
- Oversight of a central registry for all video review requests
- Supervision of a centralized surveillance network monitoring station
- Daily audit of networked access control systems located throughout the District facilities to verify that all assets are current and operational
- Perform comprehensive review of all new building requests for additional access control equipment installations and justification of assignment of assets
- Response to all law enforcement situations within any District school building
- Review of all staff training requirements for Security Guard licensing
- Participation in FEMA train the trainer seminars and the training of District staff



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CAREER OPPORTUNITY

- Review and update of the District Emergency Operations Plan annually
- Review of volunteer procedures related to background screening of applicants
- Lead for the District in the enforcement of regulations and statutes pertaining to safety within the laws of the State of Missouri
- District representative for the Saint Louis City District Attorney's Office
- Safe Schools Information Coalition, facilitating the flow of information for student safety
- Management and procurement of security/safety fleet vehicles to protect District assets
- Management and procurement of all Safety Officer's uniforms and related equipment
- Management and procurement of all District two-way portable radios, with FCC licensing protocols and compliance
- Develop, implement and maintain policies, procedures and the work environment that will assist employees as they perform their duties
- Maintain adequate and trained staff to ensure the safe and timely delivery of services
- Provide clear instructions and support for staff to assist them in performing assigned tasks
- Develop, implement and maintain effective reporting procedures
- Analyze problems and provide solutions to complaints and concerns
- Prepare and issue contracts for services and make recommendations for approval
- Monitor contractor compliance and act on incidents of non-compliance
- Prepare and submit annual budget
- Review and approve vouchers and invoices
- Monitor expenditures to ensure that budget is maintained
- Evaluate staff and arrange for evaluation of programs
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Excellent organizational skills with superior attention to detail
- Good computer skills with experience in Microsoft Word, Excel, PowerPoint and Outlook programs
- Mastery of general office equipment use
- Experience working with general public in crowded settings
- Ability to compute and determine basic mathematical problems and functions

Experience:

- Minimum of ten years of experience

Education:

- Master's Degree or Broad range of knowledge of an advanced discipline or other studies not available in undergraduate schools - Equivalent to a master's degree

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree



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CAREER OPPORTUNITY

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

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. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee Date Immediate Supervisor Date

Human Resources Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.