

PLANO INDEPENDENT SCHOOL DISTRICT
Job Description

Job Title:	Executive Director of Safety and Security	Wage/Hour Status:	Exempt
Reports To:	Deputy Superintendent of Leadership & Operations	Pay Range:	892
Dept./School:	Safety and Security Services	Revised Date:	5/19/2022

Primary Purpose:

Direct Safety and Security Services programs and functions affecting the safety, security and emergency preparedness of District campuses, facilities, students, staff and visitors.

Qualifications:

Education/Certification:

Bachelor's Degree (required)

Master's Degree (required)

Successful completion of a basic law enforcement academy or federal agency law enforcement training course (required)

Professional certifications in a security related field (preferred)

Law enforcement leadership training from an accredited or nationally recognized organization certification (e.g., Northwestern University Center for Public Safety, LEMIT, FBI National Academy, FBI LEEDA, IACLEA) (preferred)

Experience:

Minimum of ten (10) years of successful leadership and supervisory experience in a law enforcement agency (required)

Law enforcement experience working within an educational institution police department or safety and security department (preferred)

Special Knowledge/Skills:

A strong sense of vision and an ability to translate strategic thinking into operational directives

An authentic communicator with the ability to actively listen and effectively take input to inform new policies, programs, and/or initiatives

Exceptional writing and verbal communication skills, including in the context of fact-gathering, investigation of incidents, and drafting policies, procedures, training materials and informational reports

Strong knowledge of law enforcement, school security, and criminal justice procedures, practices and related codes and laws

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Skilled in leadership principles, functions and methods, personnel staffing and evaluation

Working knowledge of security-related technology (security cameras, video exporting, access control systems, etc.)

Excellent judgment and the ability to make sound, reasonable decisions while under pressure

Ability to be flexible and be available to work outside of regular business hours

Major Responsibilities and Duties:

Safety and Security Operations

Direct the day-to-day operations of the Safety and Security Department

Lead, direct, and facilitate response to emergency situations that could impact school district operations and/or instruction

Direct various programs involving the district-wide assignment of safety and security personnel, support personnel, contract peace officers and contract security personnel.

Coordinate School Resource Officer (SRO) program and serve as liaison between the district and the officers' employing agencies

Attend meetings of various district stakeholders to make presentations concerning district safety and security efforts and/or to answer questions concerning specific events occurring within the district

Develop, coordinate and implement operational or safety plans for special events

Serve as a liaison between the district and outside regulatory, law enforcement or similar agencies

Communication and Community Relations

Maintain a proactive, highly visible, well-respected and established leadership presence at all campuses

Effectively communicate with district leaders and staff as well as community regarding safety logistics, operations, rules and regulations

Work collaboratively with campus staff and other district departments to provide students and staff with high quality, safe and productive learning environments

Establish and maintain a professional relationship and open communication with campus and district leadership and staff as well as parents, and community members

Demonstrate use of appropriate and effective techniques to encourage district, community and parent involvement in safety and security matters

Demonstrate an awareness of district-community needs and initiate activities to meet those needs through annual needs based assessments

Communicate clearly the district's needs and programs and respond to concerns in a timely manner

Maintain communication with executive leadership regarding incidents that could impact district operations

Foster ongoing, positive relationships between the district and local Police Departments, Fire Departments and Emergency Management Departments

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Personnel Management

Select, train, supervise, and evaluate department staff to make recommendations relative to assignment, retention, discipline, and dismissal

Comply with applicable personnel policies, statutes and rules (e.g. Equal Employment Opportunity, Title IX, Fair Labor Standards Act)

Lead and evaluate assigned department staff to ensure effectiveness in all areas of the department

Develop training options and/or improvement plans for employees to ensure exemplary programs and department operations

Develop, design and provide professional learning that is relevant to safety and security for district and campuses, students and staff

Help in the review and revision of personnel policies, rules, and regulations, as appropriate

Policy, Reports and Law

Direct the district's response to requests for records, video recordings and other information made pursuant to the Texas Public Information Act or for other authorized purposes

Direct criminal history review and fingerprinting processes for applicants, employees, volunteers and contractors to ensure compliance with district guidelines

Coordinate the District's Safety and Security Committee, and serve as presiding officer at Committee meetings

Student Management

Demonstrate support for the district's student management policies in accordance with the Student Code of Conduct

Serve on the district level II threat assessment committee in coordination with other departments such as guidance and counseling

Budget and Inventory

Direct strategic planning, budgeting, human resource management, staff development, and resource allocation/monitoring

Oversee and support allocated budget based on documented needs and ensure operations are cost effective and funds are managed wisely; maintain accurate account of programs and operational costs

Maintain current inventory of supplies and parts and initiate purchases in accordance with budgetary limitations and district policies

Ensure appropriate planning, management, and monitoring of related budgets and resources and provide accurate reports and data to supervisor

Collaborate with other departments to plan logistics, weigh risks, as well as consider budgetary costs to implement any proposed program modification

Ensure employee time records are accurately maintained and data necessary to process payroll in a timely manner

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Other

Demonstrate behavior that is professional, ethical, and responsible and serve as a role model for all district staff

Maintain strict confidentiality of sensitive matters

Attend and make presentations at conferences and school board meetings regarding job-related issues and innovations

Attend professional growth activities to keep abreast of innovative techniques related to emergency management and safe schools

Follow all rules, regulations and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the administration and/or supervisor

Supervisory Responsibilities:

Supervise and direct the activities of all safety and security and support personnel assigned to the department

Working Conditions:

Mental Demands:

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress

Physical Demands/Environmental Factors:

Prolonged, irregular and/or late hours when urgent or emergency situations arise, or when necessary to meet District or department needs; frequent district-wide travel and campus visits; occasional statewide travel; work with frequent interruptions and competing deadlines; frequent standing, stooping, bending, kneeling, pushing and pulling; occasional lifting up to 50 pounds; prolonged use of computer and repetitive hand motions

How to Apply

- Please complete an online application by visiting [Plano ISD Employment](#)
- Send letter of interest and resume to beth.brockman@pisd.edu