

DOUGLAS COUNTY SCHOOL DISTRICT

Position Title: Assistant Director, Security (Security Officer)

Reports to: Executive Director of Safety & Transportation

POSITION SUMMARY

Principal advisor on all matters related to the protection of lives and property, preservation of peace, and enforcement of laws and regulations in the District.

ESSENTIAL DUTIES & RESPONSIBILITIES

- D 30% Directs District-wide campus security activities with school administration, assists in the development of emergency response and crisis plans and investigations into violation of District Security policies.
- D 25% Oversees and approves employment of Security Department employees, as well as other human resources functions such as initial employee screening for Campus Security Specialist positions, and compiling and forwarding hiring lists to building administrators. Conducts training, handles grievances, and completes performance evaluations, discipline, and terminations for up to 50 staff members.
- W 10% Ensures the enforcement of local, state and federal laws and regulations pertaining to K-12 school security processes. Represents the Security Department to local, state, and federal law enforcement and public safety agencies in matters of mutual interest.
- M 10% Develops, delivers, and manages training programs on security issues to Campus Security Specialists, facility security personnel, students, staff, and community.
- M 10% Assists the Executive Director of Safety & Transportation in collaboration with district stakeholders for input toward planning and implementing Security programs aligned with BOE Goals & Executive Limitations, as well as business support operations.
- M 10% Researches and advises Executive Director on safety and security topics, as well as on purchases of security and communication equipment.
- 5% Performs other related duties as assigned or requested.

MINIMUM EDUCATION OR FORMAL TRAINING

Four years college coursework or equivalent advanced training in the area(s) of Security, Social Sciences, Criminology or Law Enforcement.

Have or be eligible for Colorado POST certification.

MINIMUM EXPERIENCE

Five to seven years experience in law enforcement or security.

SKILL REQUIREMENTS

Advanced verbal and written communication skills
Computer applications skills, including Microsoft Office
Advanced knowledge of security, investigative, and law enforcement procedures and practices
Working knowledge of Emergency Response Planning
Knowledge of the Incident Command System
Working knowledge of drug and alcohol detection equipment
Working knowledge of Colorado juvenile code and criminal statutes
Proficiency with firearms within one month of hire
Proficiency with the District's electronic security system within two months of hire

GENERAL EXPECTATIONS

Is flexible
Has the ability to work cooperatively with supervisors and co-workers.
Has the ability to understand and follow complex oral and written instructions.
Has the ability to perform responsibilities without the necessity of close supervision.
Has the ability to effectively communicate with the school district community.
Has the ability to meet attendance standards and work the hours necessary to perform the essential functions of the job.
Maintains a generally positive attitude
Observes all District policies and procedures

LICENSES OR CERTIFICATION:

- ◆ Firearms Certification within one month after hire.
- ◆ Colorado Peace Officers Standard Training (POST) or equivalent as determined by the Executive Director of Safety & Transportation
- ◆ First Aid and CPR Instructor's Certification within six months of hire.
- ◆ Non-Violent Crisis Intervention Instructor's Certification within six months of hire.
- ◆ Valid Colorado Driver's License.

ESSENTIAL ENVIRONMENTAL DEMANDS

Mostly clean and comfortable

ESSENTIAL PHYSICAL REQUIREMENTS

Occasional lifting five (5) to forty (40) pounds
Moderate bending, stooping, walking, standing, kneeling, squatting, reaching, and sitting
Frequent exposure to outdoor weather conditions

SUPERVISORY DUTIES

- Direct supervision of 1 Facility Security Manager
- Direct supervision of 2 Level 13 Security System Specialists
- Direct supervision of 20 Classified Security Department Personnel.
- Indirect supervision of 28 Campus Security Personnel.

Applicants will be required to pass a background investigation which includes, but is not limited to, drug screening and psychological evaluation, prior to being offered employment as a Douglas County School District Assistant Director of Security. All Assistant Directors of Security are subject to scheduled and random drug tests.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Percentages assigned to responsibilities are approximate, and subject to adjustment by supervisors. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.