

DOUGLAS COUNTY SCHOOL DISTRICT

Position Title: Campus Security & Training Manager

Reports to: Director of Safety & Security

POSITION SUMMARY

Liaison between the Security Department and school administration pertaining to campus security; supervises and trains Campus Security Specialists.

ESSENTIAL DUTIES & RESPONSIBILITIES

- D 45% Coordinates campus security activities with school administration, including supervision of Campus Security Specialists, and investigations into violation of District Security policies.
- M 15% Develop, deliver, and manage basic training and in-service training programs on security issues to Campus Security Specialists, students, staff, and community.
- M 10% Assist the Director of School Safety & Security and school staff to develop and maintain emergency response and crisis plans.
- D 5% Conducts initial employee screening and interviews for open Campus Security Specialist positions. Compiles hiring lists and forwards hiring lists to building administrators. Acts as liaison in selection, initial training & equipping of new Campus Security Specialists.
- D 5% Reviews and analyzes security incident reports. Prepares monthly activity reports for the director regarding criminal activity and vandalism.
- M 5% Researches and advises director on safety and security topics, as well as on purchases of security and communication equipment.
- W 5% Fingerprints all new District employees for use in background checks.
- Q 5% Represents the Security Department to local, state, and federal law enforcement and public safety agencies in matters of mutual interest.
- 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.

Graduation from a police training academy.

MINIMUM EXPERIENCE

Three to five years experience in law enforcement or security.

SKILL REQUIREMENTS

Advanced verbal and written communication skills.
Computer applications skills, including Microsoft Office.
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.
- ◆ 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 – Indirect supervision of 32 Campus Security Specialists.

WAGE SCHEDULE – Prof/Tech Range 1

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. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.