

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title: Director, Operations **Job Code:** 79005
Job Classification: 02 Non-Instructional, District-Based Admin. **EEO Line:** 06
Job Class Category: D Administrative Personnel **Job Description Supplement Code:** 2
Reports to: Superintendent **Salary Locator:** Support Personnel 4

SUMMARY:

Maintain a safe and secure environment for students, employees and visitors using the all hazards approach by helping to develop, establish and enforce safety and security policies, access control procedures, accident prevention efforts, support risk management efforts, fire safety, emergency management, parking control and traffic enforcement programs.

QUALIFICATIONS:

- (1) Minimum of seven (7) years in a public school system
- (2) Minimum of seven (7) years law enforcement experience
- (3) Possess a Bachelor's degree
- (4) Master's degree in Educational Administration or Educational Leadership
- (5) School Resource Officer experience preferred
- (6) Valid Florida Driver's License and acceptable driving record
- (7) Satisfactory criminal background check

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES: To perform the job successfully, an individual will need to develop expertise in each of these areas to fulfill the vision for the District's safety program Law Enforcement; Security; Risk Management; Fire Service and Emergency Management.

- (1) Demonstrate excellent leadership and organizational skills and the ability to move people
- (2) Have excellent integrity and demonstrate good moral character and initiative
- (3) Demonstrate the ability to communicate effectively in English, both orally and in writing, as well as utilizing e-mail, using proper grammar and vocabulary.
- (4) Demonstrate the ability to use computers for word processing, data management, and telecommunications.
- (5) Determine and communicate security policies and procedures
- (6) Establish internal controls
- (7) Conduct inspections as appropriate; report potential hazards to appropriate departments
- (8) Create and update School Board policies and Standard Operating Procedures, safety and security manuals; conduct training sessions for staff and students
- (9) Work in conjunction with appropriate District departments in recommending safety and security equipment purchases and upgrades
- (10) Conduct and coordinate safety, security and emergency preparedness training
- (11) Conduct safety and security planning with school resource officers (SRO), local government planners and first responders
- (12) Knowledge of the Jessica Lunsford Act as it pertains to Board employees, volunteers and vendors
- (13) Coordinate the required National Incident Management System (NIMS) training to all employees involved in shelter operations.
- (14) Serve as Agency Administrator for the Putnam County School District Police Department, meeting all requirements set forth by the Criminal Justice Standards and Training Commission, 943.13, F.S. and 1006.12 F.S.
- (15) Ability to continue and improve the District's ongoing commitment to safety
- (16) Maintain high degree of confidentiality, initiative and dependability.

SUPERVISES:

Coordinator of Operations
Safety & Security Officers

PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in your position.
- (2) Maintain high degree of confidentiality
- (3) Evaluate the District's safety and security program on a continuing basis and recommend changes or draft plans as necessary.
- (4) A high degree of diplomacy, flexibility and adaptability
- (5) Good communication skills, both written and verbal
- (6) Coordinate the preparation of local, state and federal reports relative to areas of responsibilities
- (7) Serve as District's emergency control officer, developing procedures and protocols to handle emergencies and maintaining an emergency management plan.
- (8) Act as liaison with public safety authorities and school resource officers on all matters affecting school security.
- (9) Assist other tradesmen or perform duties in conjunction with other trades to effectively ensure technological security of all facilities.
- (10) Work with Communities In Schools in their oversight and coordination of the school volunteer program
- (11) Participate in training programs to increase individual skill and proficiency related to school safety and security
- (12) Coordinate and monitor with PCSD, activities of the Florida and National School Resource Officers Association.
- (13) Serve as Agency Administrator for the Putnam County School District Police Department
- (14) Assist Department of Human Resources with sensitive employee issues
- (15) Conduct investigations of alleged crimes and misconduct as requested by administration
- (16) Follow established safety rules and regulations and maintain a safe and clean working environment.
- (17) Assist in the writing of specifications of evacuation procedures and reporting.
- (18) Respond to emergency requests as required
- (19) Perform other incidental tasks consistent with the goals and objectives of this position as directed.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

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

EVALUATION:

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

BOARD APPROVAL:

June 3, 2014